



UNIVERSITY OF CENTRAL FLORIDA  
College *of* Medicine

## M.D. Program Student Handbook

*The University of Central Florida College of Medicine educates and inspires individuals to be exemplary physicians and scientists, leaders in medicine, scholars in discovery, and adopters of innovative technology to improve the health and well-being of all.*

*Our patient-centered mission is achieved by outstanding medical care and services, groundbreaking research, and leading edge medical and biomedical education in an environment enriched by diversity.*



# University of Central Florida College of Medicine

## M.D. Program Student Handbook

2015 – 2016

The University of Central Florida (UCF) College of Medicine M.D. Program Student Handbook is published annually by the College of Medicine Office of Student Affairs. UCF, under applicable rules of the Administrative Procedures Act, may change any of the announcements, information, policies, rules, regulations or procedures set forth in this handbook and any of its publications and catalogues. This handbook is supplemented by other documents such as the M.D. Program Student Bulletin and other policies. The most current and updated version is available online at <http://www.med.ucf.edu/gps>.

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## I. GENERAL INFORMATION

This handbook has been developed by the Office of Student Affairs and it contains the official policies and procedures of the College of Medicine M.D. Program, as approved by the faculty and the dean of the college, that relate to student activities as well as helpful hints and advice on facilitating your experiences in medical school. If you have questions or need clarification, please contact the Office of Student Affairs.

### A. ABOUT THE OFFICE OF STUDENT AFFAIRS

The Office of Student Affairs has an open-door policy and is available on an ongoing basis to provide assistance in any matter of concern to the student. We serve as advisors to students with respect to career planning, personal growth, personal or adjustment difficulties, and problems of an academic or financial nature. We also provide assistance and guidance concerning issues pertaining to student mistreatment and abuse. At the first sign of any of these problems you should come to see us. Our office serves as a sounding board, referral service and student advocate. We, in the Office of Student Affairs, are dedicated to assisting you in the successful completion of this growth process. The associate dean and assistant dean for students are available to assist you.

You are entering into a challenging, rewarding and sometimes stressful time. You will experience a unique personal growth process as you develop the skills, confidence, and compassion necessary to assume responsibility for the medical care of others. The Office of Student Affairs will be there to help you to become the best physician you can be.

### B. COLLEGE OF MEDICINE MISSION, VALUES, VISION, GOALS AND STRATEGIC INITIATIVES

#### 1. Mission

*The University of Central Florida College of Medicine educates and inspires individuals to be exemplary physicians and scientists, leaders in medicine, scholars in discovery, and adopters of innovative technology to improve the health and well-being of all.*

*Our patient-centered mission is achieved by outstanding medical care and services, groundbreaking research, and leading edge medical and biomedical education in an environment enriched by diversity.*

Our culture puts people and relationships first and recognizes that education, research, and patient care are valued in their ability to better the human condition. We achieve excellence in these areas through a focus on access to knowledge, continuous improvement, diversity and use of partnerships. In executing our mission,

- We provide undergraduate and graduate biomedical sciences and professional medical education by developing broad knowledge and skills, fostering professional behavior, stimulating intellectual growth, and nurturing caring, and compassionate attitudes.

- We advance the frontiers of basic and applied research to further the understanding and treatment of disease, improve health care and enhance medical education.
- We provide knowledgeable and compassionate care for patients.
- We partner with our community and other institutions to meet workforce needs, conduct interdisciplinary research, provide medical education, improve health care delivery, and promote health for the public good.

## 2. Values

We value the individual worth, dignity and well-being of those with whom we teach, study, work and serve. The core values that guide our conduct, performance and decisions and that form the foundation of our relationships are:

- Excellence – to achieve the highest standards in everything we do
- Integrity – to be honest, ethical and consistent in our actions
- Patient-centricity – to focus on the health and wellness of patients in all that we do
- Knowledge-centricity – to discover, create, value, evaluate and share knowledge
- Creativity – to be curious, open and innovative
- Collaboration – to work together regardless of organizational boundaries
- Communication – to listen and be open and transparent with students, patients and colleagues
- Diversity – to be inclusive and value differences
- Reverence – to treat each person with respect and dignity and value his or her being
- Compassion – to treat others with kindness and empathy
- Dedication – to maintain commitment to the mission
- Service – to understand and respond to the needs of individuals and the community

## 3. Vision

The University of Central Florida College of Medicine aspires to be the nation's premier 21st century College of Medicine.

The UCF College of Medicine will be a national leader in education, research, and patient care, recognized for supporting and empowering its students and faculty to realize their passion for discovery, healing, health, and life, and for its ability to create partnerships to transform medical education, health care, and research.

## 4. Goals

Goal 1: Excel in medical and biomedical education

Goal 2: Excel in research and discovery in: biomedical science, medical education and health care

Goal 3: Provide outstanding, innovative, patient-centered care while transforming health care delivery

Goal 4: Be **America's** leading partnership college of medicine

Goal 5: Achieve a diversified self-sustaining infrastructure to support future operations

## C. THE HIPPOCRATIC OATH

I swear to fulfill, to the best of my ability and judgment, this covenant:

I will respect the hard-won scientific gains of those physicians in whose steps I walk, and gladly share such knowledge as is mine with those who are to follow.

I will apply, for the benefit of the sick, all measures which are required, avoiding those twin traps of overtreatment and therapeutic nihilism.

I will remember that there is art to medicine as well as science, and that warmth, sympathy, and understanding may outweigh the surgeon's knife or the chemist's drug.

I will not be ashamed to say "I know not," nor will I fail to call in my colleagues when the skills of another are needed for a patient's recovery.

I will respect the privacy of my patients, for their problems are not disclosed to me that the world may know. Most especially must I tread with care in matters of life and death. If it is given me to save a life, all thanks. But it may also be within my power to take a life; this awesome responsibility must be faced with great humbleness and awareness of my own frailty. Above all, I must not play at God.

I will remember that I do not treat a fever chart, a cancerous growth, but a sick human being, whose illness may affect the person's family and economic stability. My responsibility includes these related problems, if I am to care adequately for the sick.

I will prevent disease whenever I can, for prevention is preferable to cure.

I will remember that I remain a member of society, with special obligations to all my fellow human beings, those sound of mind and body as well as the infirm.

If I do not violate this oath, may I enjoy life and art, respected while I live and remembered with affection thereafter. May I always act so as to preserve the finest traditions of my calling and may I long experience the joy of healing those who seek my help.

*Written in 1964 by Louis Lasagna, Academic Dean of the School of Medicine at Tufts University, and used in many medical schools today.*

## D. CORE COMPETENCIES FOR THE M.D. EDUCATIONAL PROGRAM

The faculty of the UCF College of Medicine prepares students of medicine to possess the knowledge, skills, attitudes and behaviors appropriate and necessary to be successful and empathic in their medical careers. The faculty members have characterized the core competencies of the graduates in six domains corresponding to competency domains described by the Accreditation Council on Graduate Medical Education (ACGME). The specific program learning objectives incorporate all of the objectives suggested by the Medical School Objectives Project of the Association of American

Medical Colleges (AAMC) as well as other outcomes and objectives identified by the faculty as particularly relevant for UCF College of Medicine graduates. At the time of graduation, it is expected that each graduate will have demonstrated competency in each of the following program learning outcomes and objectives:

- Medical Knowledge (6 program objectives)
- Patient Care (12 program objectives)
- Systems-based Practice (7 program objectives)
- Practice-based Learning and Improvement (4 program objectives)
- Ethics and Professionalism (6 program objectives)
- Interpersonal and Communication Skills (3 program objectives)

## E. OBJECTIVES FOR THE PROGRAM OF STUDY LEADING TO THE M.D. DEGREE

At the time of graduation, it is expected that each graduate will have demonstrated competency in each of the program learning objectives and outcome measures. Evidence of performance using both formative and summative assessments will be collected throughout the educational program.

Information on the program objectives can be found at

<http://med.ucf.edu/academics/md-program/program-objectives/>.

## F. DIRECTORY

### 1. Leadership of the College of Medicine

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Dominique Thuriere, M.D. Academic Assistant Dean <b>Bay Pines Veteran’s Affairs Healthcare System</b>	727-398-9302
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## G. ACCREDITATIONS

The University of Central Florida is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (SACS).

### Liaison Committee on Medical Education (LCME) Accreditation

Numerous organizations and associations are involved in the voluntary regulation of medical education in the United States. The primary accreditation organization for undergraduate medical education is the Liaison Committee on Medical Education (LCME). The Liaison Committee on Medical Education ([www.lcme.org](http://www.lcme.org)) is the nationally recognized accrediting authority for medical education programs leading to the M.D. degree in U.S. and Canadian medical schools. The LCME is jointly sponsored by the AAMC and the American Medical Association (AMA). All state licensing boards in the United States require graduation from an LCME-accredited school to be eligible for licensure as an allopathic physician.

The LCME granted full accreditation to the College of Medicine on February 11, 2013. The LCME will conduct its next review of the M.D. Program in the 2017-2018 academic year.

## II. ACADEMIC CALENDAR

The M.D. Program's Academic Calendar is available at:

<http://med.ucf.edu/administrative-offices/student-affairs/registrar/student-information/academic-calendars/>. Please note that all dates are subject to change. The calendar is only available electronically.

Holidays may be waived for students serving in clinical clerkships at the discretion of the clerkship directors.

## III. ACADEMIC POLICIES

### A. AAMC Statement on the Learning Environment

We believe that the learning environment for medical education shapes the patient care environment. The highest quality of safe and effective care for patients and the highest quality of effective and appropriate education are rooted in human dignity.

We embrace our responsibility to create, support, and facilitate the learning environment shared by our patients, learners, and teachers. In this environment, our patients witness, experience, and expect a pervasive sense of respect, collegiality, kindness, and cooperation among health care team members. This includes all professionals, administrators, staff, and beginning and advanced learners from all health professions. This includes research as well as patient care environments.

We affirm our responsibility to create, support, and facilitate a learning environment that fosters resilience in all participants. It is our responsibility to create an atmosphere in which our learners and teachers are willing to engage with learning processes that can be inherently uncomfortable and challenging.

We affirm our commitment to shaping a culture of teaching and learning that is rooted in respect for all. Fostering resilience, excellence, compassion, and integrity allows us to create patient care, research, and learning environments that are built upon constructive collaboration, mutual respect, and human dignity.

For more information and to view a library of resources, visit [www.aamc.org/learningenvironment](http://www.aamc.org/learningenvironment).

### Teacher-Learner Expectations During Clinical Years

*(The following was taken from the AAMC Uniform Clinical Training Affiliation Agreement, Exhibit A.)*

The University of Central Florida College of Medicine holds in high regard professional behaviors and attitudes, including altruism, integrity, respect for others and a commitment to excellence. Effective learning is best fostered in an environment of mutual respect between teachers and **learners. In the context of medical education the term “teacher” is used broadly to include** peers, resident physicians, full-time and volunteer faculty members, clinical preceptors, nurses, and ancillary support staff, as well as others from whom students learn.

#### *GUIDING PRINCIPLES:*

Duty: Medical educators have a duty to convey the knowledge and skills required for delivering **the profession’s standard of care and also to instill the values** and attitudes required for **preserving the medical profession’s social contract with its patients.**

Integrity: Learning environments that are conducive to conveying professional values must be based on integrity. Students and residents learn professionalism by observing and emulating role models who epitomize authentic professional values and attitudes.

Respect: Respect for every individual is fundamental to the ethic of medicine. Mutual respect is essential for nurturing that ethic. Teachers have a special obligation to ensure that students and residents are always treated respectfully.

#### *RESPONSIBILITIES OF TEACHERS AND LEARNERS:*

Teachers should:

- Treat students fairly and respectfully
- Maintain high professional standards in all interactions
- Be prepared and on time
- Provide relevant and timely information
- Provide explicit learning and behavioral expectations early in a course or clerkship
- Provide timely, focused, accurate and constructive feedback on a regular basis and thoughtful and timely evaluations at the end of a course or clerkship
- Display honesty, integrity and compassion

- Practice insightful (Socratic) questioning, which stimulates learning and self-discovery, and avoid overly aggressive questioning which may be perceived as hurtful, humiliating, degrading or punitive
- Solicit feedback from students regarding their perception of their educational experiences
- Encourage students who experience mistreatment or who witness unprofessional behavior to report the facts immediately

Students should:

- Be courteous of teachers and fellow students
- Be prepared and on time
- Be active, enthusiastic, curious learners
- Demonstrate professional behavior in all settings
- Recognize that not all learning stems from formal and structured activities
- Recognize their responsibility to establish learning objectives and to participate as an active learner
- Demonstrate a commitment to life-long learning, a practice that is essential to the profession of medicine
- Recognize personal limitations and seek help as needed
- Display honesty, integrity and compassion
- Recognize the privileges and responsibilities coming from the opportunity to work with patients in clinical settings
- Recognize the duty to place patient welfare above their own
- **Recognize and respect patients' rights to privacy**
- Solicit feedback on their performance and recognize that criticism is not synonymous with "abuse"

### *Relationships between Teachers and Students*

Students and teachers should recognize the special nature of the teacher-learner relationship which is in part defined by professional role modeling, mentorship, and supervision.

Because of the special nature of this relationship, students and teachers should strive to develop their relationship to one characterized by mutual trust, acceptance and confidence. They should both recognize the potential for conflict of interest and respect appropriate boundaries.

## **B. ACADEMIC HONESTY GUIDELINES**

### *Academic Behavior Standards*

The University of Central Florida is committed to a policy of honesty in academic affairs. Examples of conduct for which students may be subject to academic and/or disciplinary penalties including expulsion are:

Cheating: whereby non-permissible written, visual, or oral assistance including that obtained from another student is utilized on examinations, course assignments or projects. The unauthorized possession or use of examination or course related material may also constitute cheating.

Plagiarism: whereby **another's** work is deliberately used or appropriated without any indication of the source, thereby attempting to convey the impression that such work is the **student's** own. Any student failing to properly credit ideas or materials taken from another has plagiarized.

Unauthorized assistance: communication to another through written, visual or oral means. The presentation of material which has not been studied or learned, but rather was obtained solely through someone **else's** efforts and used as part of an examination, course assignment or project. The unauthorized possession or use of examination or course related material may also constitute cheating.

Commercial Use of Academic Material: Selling notes, handouts, etc. without authorization or using them for any commercial purpose without the express written permission of the university and the Instructor is a violation of this rule.

NOTE: A student who has assisted another in any of the aforementioned breach of standards shall be considered equally culpable. In cases of cheating or plagiarism, the instructor may take appropriate academic action ranging from loss of credit for a specific assignment, examination, or project to removal from the course with a grade of **"F."** In addition, the instructor should refer the issue to the Honor Council (aka Student Professional Conduct Council (SPCC)), and may request disciplinary action through the Office of Student Rights and Responsibilities as outlined in [Golden Rule](#).

In addition to the [Golden Rule](#), M.D. students are also subject to all College of Medicine policies as reflected in this M.D. Program Student Handbook.

## C. **ADVANCEMENT OF STUDENTS**

### 1. **Minimum Requirements for Advancement**

The following are the minimum requirements for promotion each year, in addition to meeting professionalism standards.

I. **M1 to M2:** For promotion, a student must obtain a passing grade in all required modules that comprise the M1 curriculum of the College of Medicine.

II. **M2 to M3:** For promotion, a student must have obtained a passing grade in all required modules that comprise the M2 curriculum of the medical school. Students must also take and pass the United States Medical Licensing Examination (USMLE) Step 1 for promotion to M3. See the M.D. Student Bulletin for more information.

III. **M3 to M4:** The curriculum in Years 3 and 4 are considered a continuum. As such, there is not an official promotion to the M4 year. Students with deficiencies in clerkship performance or on the Comprehensive Objective Structured Clinical Exam (OSCE) may have special requirements for remediation, or may be required to repeat all or part of the M3 year. Students must obtain a passing grade in all required clerkships and must meet all requirements of the Years 3 and 4 curriculum to be considered for graduation. Students must also pass USMLE Step 2 CK and CS to be recommended for graduation.

## 2. Requirements for Graduation

*Specific requirements for graduation by class can be found in the University of Central Florida College of Medicine M.D. Student Bulletin.*

- I. A student must have obtained a passing grade (C or better) in all modules or clerkships and required educational activities of the established curriculum of the College of Medicine leading to the M.D. degree.
- II. In the future, when transfer students are admitted with advanced standing from other LCME approved schools, they must complete, at a minimum, the last two years of the curriculum at the University of Central Florida College of Medicine.
- III. All students must take the United States Medical Licensing Examination (USMLE) Step 1 and pass at the national standard in order to be promoted to year three. This examination is usually taken by all students in April following the second-year studies. Students must take and pass the USMLE Step 2 CK and Step 2 CS in order to graduate. Students are required to take the Step 2 CS examination by no later than August 31 in the fourth year or within 3 months of completion of the third year core clerkships. The Step 2 CK examination must be completed by no later than December 31 in the fourth year, but it is recommended that students complete it earlier if possible.
- IV. Students must have satisfactorily passed and completed the third and fourth year curriculum.
- V. The student must not have a financial obligation to the university.
- VI. The student must have satisfactorily demonstrated the professional attitudes and values expected of physicians.

## 3. Time Limitations for Completing Portions of the Curriculum

- I. A student must be eligible for promotion to M3 of the curriculum within four academic years from the date of first matriculation. An exception to this policy may be made by the SEPC, such as for illness or when a student is involved in other programs of academic study (such as study leading to a graduate degree) or other exceptional

circumstances. In these circumstances, a student must pass all required academic work for the M.D. degree.

- II. A student must be academically eligible to receive the M.D. degree at the regular spring commencement exercises of the College of Medicine M.D. Program, no later than the sixth year following matriculation, except for extended time granted as described above.

#### D. JOINT DEGREE PROGRAMS

Requests to enroll in dual degree programs are handled on an individual basis and may be permitted with approval of the committee overseeing each program involved. Maintenance in that program related to academic performance may be reviewed as appropriate by the [Student Evaluation and Promotion Committee](#). Specific requirements for joint degree programs may be found in the M.D. College of Medicine Student Bulletin.

#### E. MEDICAL STUDENT ADVANCEMENT/FACULTY EVALUATION

##### 1. Policies, Procedures and Due Process

The faculty members and director of each module or clerkship define the criteria for acceptable academic performance in their respective module/clerkship. Evaluation of academic performance may include, but is not necessarily limited to, measuring the **student's** knowledge, measuring how the student applies such knowledge to specific problems, evaluating the judgment a student employs in solving problems, and assessing the quality of the **student's** psychomotor skills, professional conduct, ethical behavior and interpersonal relationships with medical colleagues, patients, and **patients'** families.

Individual module or clerkship directors specify how performance on assigned work is related to the grading scale described in the grading policy in a particular module or clerkship. The final grade assigned for the module is recorded on the official transcript. However, because the pre-clinical modules are organ-system based, and involve the integration of a number of traditional basic science disciplines, as well as clinical experiences, module directors will also record performance in discipline area subjects and performance learning objectives.

When appropriate, the module director will use a temporary grade annotation of (T), instead of assigning a final grade, to indicate that the **student's** performance in one or more discipline areas falls in the conditional or unacceptable range. Similarly, clerkship directors may use a temporary grade annotation of (T), instead of assigning a final grade, to indicate that a particular **student's** knowledge, skill or professionalism is conditional or unacceptable in a particular area, even though the **student's** overall average fund of knowledge is excellent or good. These annotations are used by the Student Evaluation and Promotion Committee (SEPC) in its review of an individual student and in the development of a corrective course of action.



## 2. Grading Policy

The College uses a letter system for the M.D. Program where grades are assigned for overall **performance in a given module or clerkship. Students' performance in academic course work** is evaluated by assignment of grades of (A) Excellent Performance, (B) Good Performance, (C) Conditional Performance, in order of excellence. The (F) grade (Unacceptable Performance) is given to students who fail a module/clerkship, who demonstrate inappropriate professional behaviors, or who fail to attend or participate in required course activities. Other grade actions include an (I) showing incomplete work, a (W) indicating that a student withdrew from the **course, and a (T) used as a "temporary grade" for performance. Faculty may** specify that some programs (selectives/electives/modules) can be graded using a (P) pass/ (F) fail or (H) honors grade designation. Further designation of the (P) grade is at the discretion of the faculty. All grade options for the program are subject to approval by the M.D. Program Curriculum Committee.

The instructor assigns an I (incomplete grade) when a student is unable to complete a module or clerkship due to extenuating circumstances, and when all requirements can clearly be completed in a short time following the close of regular classes. In all circumstances where a student receives an (I), the student and faculty member must complete an agreement that specifies how and when the incomplete grade will be made up, which will be considered by the appropriate SEPC. All students receiving financial assistance (federal and institutional loans), will be cautioned that the terms of the assistance require that the (I) grade must be made up by the agreement date. Minimal competency in each module/clerkship is a composite score of 70 or above (A, B or C grade).

A (T) entry identifies students whose performance, although within the passing range, requires study and re-evaluation in one or more areas within the module/clerkship. A (T) is used as a **"temporary grade" for module/clerkship grades when students have achieved an overall score** that would indicate a passing grade, but they have shown weak or marginal performance in one or more of the traditional subject areas that are included in the overall module/clerkship. The overall performance of students receiving a (T) in lieu of a grade is reviewed by the SEPC with the module/clerkship director to determine how the student may improve their fund of knowledge in the identified subject area(s). The (T) grade is replaced by the final module/clerkship grade when remediation is successfully accomplished in knowledge, skills, attitudes and/or behavior. Unsuccessful remediation may result in a failing grade. Any incomplete academic work or work receiving a (T) grade must be completed within the prescribed period or the grade will be converted to an (F), or a (W) for students who have withdrawn or will be repeating the academic year.

Individual module or clerkship directors specify how performance on assigned work is related to this grading scale in the particular module or clerkship. The final grade assigned for the module/clerkship is recorded on the official transcript. However, because the pre-clerkship

modules are integrated or organ system-based but involve a number of traditional basic science disciplines, module directors will also assess performance in those areas as well. Where **appropriate, the module director will assign a (T) grade to indicate that the student's** performance in one or more discipline areas falls in the conditional or unacceptable range. **Similarly, clerkship directors may assign a (T) grade to indicate that a particular student's** knowledge, skills, or professionalism is conditional or unacceptable in a particular area, even **though the student's overall** performance is excellent or good. Assigned (T) grades with annotations are used by the SEPC in its review of an individual student.

A student may appeal his or her module or clerkship grade, or any component of the module or clerkship (e.g., exam grade, narrative evaluation, project, etc.) if he or she feels that the grade was assigned in a manner not in accordance with the module or clerkship statement of policy distributed at the beginning of the module or clerkship. This is not a process for appeal of established module or clerkship grading policies. The appeal is directed initially to the module or clerkship director and then to the assistant dean(s) for medical education for resolution. The associate dean for students must be copied on all communications regarding grade appeals.

**If resolution of the issue is not made to the student's satisfaction, then an appeal is made in** writing to the Office of Faculty and Academic Affairs stating the reasons for the appeal. After an appropriate hearing and review, the associate dean for faculty and academic affairs will recommend disposition of the appeal.

A student wishing to appeal to the College of Medicine dean concerning the recommendation must make a written request within 10 business days of receipt of written notification of the recommendation from the Office of Faculty and Academic Affairs. Acting as the university **President's representative, the dean of the College of Medicine shall make a final decision on** the matter within 15 business days of receipt of the student's request for review.

While some course directors will include grades in [Webcourses](#) during the course of a module or clerkship, the student should check the student portal (<https://my.ucf.edu>) for the final official letter grade.

### 3. Remediation Practices

Goals:

1. To limit the number of remediable entities for HB- and S- modules to cases that will have most substantial impact on future clinical education and USMLE Step 1 performance
2. Ensure valid and reliable testing to address remediation of disciplines and modules

Proposal:

1. Disciplines available for T-grades to be limited to:

- a. Genetics
- b. Biochemistry
- c. Anatomy
- d. Physiology
- e. Immunology
- f. Microbiology
- g. Pharmacology
- h. Pathology

[Note: each whole module (e.g., Psychosocial Issues in Healthcare) is available for remediation when F-grades are assigned; professionalism is a separate entity for SEPC consideration.]

2. **The terminology of “Completion Exam” be applied to the assessment of remediation of T-grades and “Make-up Exam” be applied when an F-grade is remediated.**
3. The format of the exams is as follows:
  - a. All Completion Exams and Make-up Exams for HB- and S- modules should be in written MCQ form and consist of a minimum of 30 items.
  - b. All tests are blueprinted according to the deficits determined by the Student Evaluation and Promotion Committee (SEPC) and that items are all derived from validated items in the summative question banks.
  - c. Standard setting for pass/fail is at the discretion of the module director and informed by the original item statistics as well as faculty judgment.
4. Usual timing of remediation decisions and actions:
  - a. All M1-year remediation to occur during the summer vacation period. This includes all modules and disciplines *except* pathology at this time.
  - b. A decision regarding pathology remediation, as well as further analysis of pharmacology performance, to be made by SEPC before the winter break and again at the end of the academic year. Students needing M2 module remediation or with significant deficits in pathology or pharmacology should, at a minimum, extend their USMLE review period to complete remediation prior to taking Step 1 (starting clerkship in the second block rotation).

Grading (Class of 2017 onwards):

T-grades are replaced on the transcript with the original module grade after the completion exam is passed, irrespective of the passing score (no grade recalculation).

F-grades are not replaced on the transcript. When remediated without retaking the whole course, a grade of Pass or Fail should be applied. When remediated after taking the course over (at UCF or via an approved summer course at another LCME accredited medical school) a grade of A,B,C,F is assigned.

#### 4. Evaluation Methods for Years One and Two

Students are evaluated using multiple methods of assessment. Examinations are given at periodic intervals during the pre-clerkship portion of the curriculum. The content and time of each examination is established by the module directors and coordinated by the assistant dean for Medical Education. The questions are generally multiple-choice and computer graded, but may include other formats (e.g., lab practicals). It is the responsibility of each module director to establish the criteria for the awarding of module grades, the format of the examination, the role of examinations and other graded work in the determination of the grades, and the communication of this information to students on the first day of each module. Any concerns relative to individual examination questions, criteria for module evaluation or final grades should be directed to the appropriate module director within ten business days of receipt/notification of the final module grade.

Written examinations account for a major portion of the grade in most modules, but other evaluation methods, including laboratories, small group and team-based learning activities, projects and other formats are also utilized and influence the final grade in each module. There are opportunities for self- and peer assessment of performance that are supplemented by written narratives from faculty. Students are expected to take examinations as scheduled. Students unable to take an examination as scheduled because of an emergency situation (e.g., illness, hospitalization or death in the family) must notify the Office of Student Affairs and the module director prior to the examination.

#### 5. Evaluation Methods for Years Three and Four

Student evaluation in the clerkship portion of the curriculum includes written examinations, as well as other forms of evaluation. The format of clerkship examinations may include multiple choice exams obtained from the National Board of Medical Examiners (NBME), Objective Structured Clinical Exams (OSCE), simulation exams, presentations, projects or other formats. Some clerkships may use oral examinations administered by faculty, or faculty and house staff together. In addition, attending faculty and house staff evaluate clinical performance. It is the responsibility of each clerkship director to establish the criteria for the awarding of clerkship grades, and to communicate these criteria to students on the first day of the clerkship. Examples of these evaluation areas include:

- Patient Care – medical interviewing; clinical practice; procedural skills
- Medical Knowledge – fund of knowledge; clinical reasoning
- Professionalism – team relationships; humanism and ethics
- Interpersonal and Communication Skills
- Systems Based Learning
- Practice-Based Learning and Improvement – application of evidence; initiative and interest

Students are expected to take examinations as scheduled. Concerns regarding individual examination questions or other forms of evaluation, as well as final grades, must be directed to the appropriate clerkship director, within six weeks of receipt/notification of the final clerkship grade. Evaluation of students in the selectives and electives may or may not include a written examination. The evaluation method is established by the clerkship or elective director and is provided to the student on the first day of the rotation.

All final grades and evaluation reports become the permanent academic record maintained in the M.D. registrar's office.

## F. SERVICE LEARNING

According to the [National Service-Learning Clearinghouse](#), service-learning is a “teaching and learning strategy that integrates meaningful community service with instruction and reflection to enrich the learning experience, teach civic responsibility, and strengthen communities.” Students are introduced to Service Learning during orientation to medical school.

A resource guide is available for students on [Webcourses](#), and in addition, the director of Service Learning works with recognized student organizations on service learning opportunities they provide.

### Service Learning Objectives

1. To engage in community and global projects that demonstrate the relevance of academic work to real-world experiences.
2. To recognize themes of diversity, cultural medicine and socio-economic issues as they relate to health care delivery and disparity.
3. To apply principles of professionalism as well as empathic and ethical care.
4. To explore potential career options and research opportunities.
5. To hypothesize solutions to challenges that surface in service-learning projects.

Service learning is strongly suggested but not a requirement for graduation. Students will be required to obtain approval from the director of Service Learning prior to beginning a project by completing the Service Learning Approval Form (which can be found in the Appendix).

Students will be encouraged to maintain a service learning journal throughout their experience and at the conclusion or at appropriate times, provide project reports that can include any of the following:

1. Reflection essays
2. Self-evaluation essays
3. Analysis papers
4. Case studies
5. Project proposals to other students/classes
6. Legislative reports or draft legislation

7. Publications including journals and newsletters
8. Training manuals, standard operating procedures, guidelines, or other products that can be of service to community groups or agencies

#### G. STANDARDS OF PROGRESS FOR VETERAN STUDENTS – M.D. PROGRAM

For those students that receive educational assistance benefits to Veterans and other eligible persons, the law requires that schools have and enforce standards of progress. More information may be found at [www.gibill.va.gov](http://www.gibill.va.gov).

##### 1. Unsatisfactory Performance

Unsatisfactory performance may be subject to probation or dismissal from the College of Medicine.

##### 2. Academic Probation

Students may be subject to probation or dismissal from the College of Medicine if they do not meet satisfactory academic progress requirements. The decision for academic probation or dismissal is made by the Student Evaluation and Promotion Committee (SEPC).

##### 3. Dismissal (Veteran Benefits)

Benefits may be terminated for veteran students who are dismissed from the College of Medicine.

#### H. STUDENT EVALUATION AND PROMOTION COMMITTEE (SEPC)

The following defines the composition, purpose, rules, and guidelines under which the Student Evaluation and Promotion Committee (SEPC) carries out its responsibilities.

##### 1. Composition and Continuity

The University of Central Florida College of Medicine has an individual SEPC for each cohort of students. The voting members of the committee consist of five core faculty representatives from both the basic sciences and clinical disciplines as recommended by the Committee on Committees of the Faculty Council and appointed by the dean. The committee also includes the dean's staff members, module directors and clerkship directors as described below. The committee follows its cohort or class through each of the four years of medical school (M-1, M-2, M-3 and M-4). The committee is identified by the anticipated graduation year of the entering cohort. A class entering in 2015 will be designated the 2019 Class. The intention is that the core faculty members on each committee follow a particular class through the program of study. This provides the committee members greater intra-class continuity and insight into the abilities of the students and also promotes continuity from year one through year four for the class.

In addition to the faculty members, the directors of modules and clerkships in a respective curriculum year are also non-voting members of the committee for that curriculum year. The dean appoints the committee and the chair from the faculty. The assistant deans for Medical

Education, director of Student Academic Support Services, director of Assessment and the College of Medicine M.D. registrar support each committee. The associate and assistant deans for students also serve on the committee. All are ex-officio, non-voting. The Knowledge Management System also serves as a comprehensive source of continuity. The College of **Medicine legal office and UCF General Counsel's office provide legal support.**

Each SEPC is composed of the following:

1. Formal committee members as recommended by the Committee on Committees of the Faculty Council and appointed by the dean. These committee members follow a single class from year to year until graduation.
2. **Dean's** staff members, consisting of the assistant deans for Medical Education and the associate and assistant deans for students, who follow all classes from year to year until graduation.
3. Module directors (MD), years 1 and 2 and clerkship directors (CLD), years 3 and 4, who serve on each SEPC for the years in which they have responsibility for curricular modules and clerkships.

## 2. Continuity Across the Four Years for a Single Class

Continuity across the four years for a single class is achieved by the presence of the dean's staff (assistant deans for Medical Education, associate and assistant deans for students, director of Student Academic Support Services and College of Medicine M.D. registrar) and SEPC members who are present at every meeting over all four years of a cohort of students (intra-class consistency).

### 3. Continuity Across Separate Student Evaluation and Promotion Committees

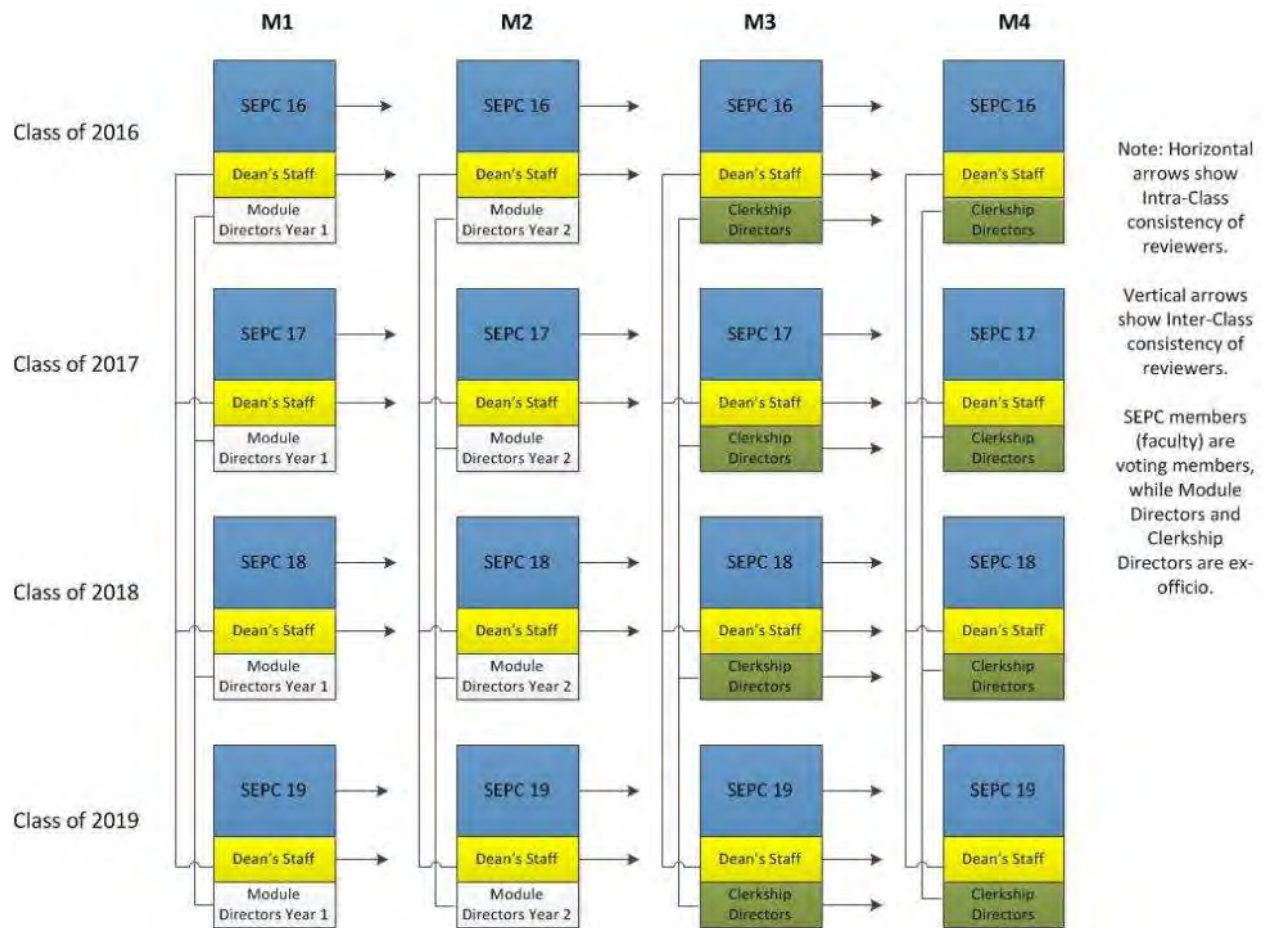


Figure 1 Composition of Student Evaluation and Promotion Committee (SEPC)

Continuity across separate SEPC representing different classes (2016, 2017, 2018, 2019) of students (inter-class consistency) is achieved by the presence of the dean's staff (assistant deans for Medical Education, associate and assistant deans for students and College of Medicine M.D. registrar), module directors (MD), years 1 and 2, and clerkship directors (CLD), years 3 and 4, who are present for each year-1 class, year-2 class, year-3 class and year-4 class, respectively. The diagram presented in Figure 1 shows the SEPC composition for four classes over four years. It illustrates both the inter-class consistency (SEPC and dean's Staff) and the intra-class consistency (dean's Staff, MD, and CLD).

### 4. Purpose

The purpose of each committee is to systematically review the academic progress of each student within that curriculum year. The Committee also considers conduct and professional issues that may impact a student's academic progress or advancement. The College of Medicine M.D. registrar coordinates all regular and annual meetings for the SEPC. Each committee will meet at least twice per year. Additional meetings can be called as required. At each meeting the



module/clerkship directors report on the academic progress of the students within their respective modules/clerkships and discuss any short-term remedial strategies currently being used with specific students.

## 5. Evaluation Process

The Student Evaluation and Promotion Committee (SEPC) regularly reviews the academic, clinical and professional performance of each medical student. Students are reviewed at each meeting of the committee. Students who are experiencing academic difficulty may be referred to the director of Student Academic Support Services. **The student's faculty advisor may also be notified.**

The SEPC uses the following process for evaluation and advancement:

- I. The SEPC shall review the academic and clinical performance of each medical student and make recommendations regarding advancement, graduation, probation, dismissal, remediation, leaves of absence, and re-admission.
- II. The committee will review the performance of students in academic difficulty, those students demonstrating a potential for being in academic difficulty, and those students who have exhibited unprofessional behavior or non-compliance with other standards of performance. The committee may recommend an improvement plan, may develop more comprehensive longer-term remedial plans for those students having difficulty, or implement appropriate disciplinary action, possibly including dismissal from the educational program.
- III. The committee will recognize the achievements of those students displaying exceptional or outstanding performance.
- IV. The committee chair will notify each student of the **committee's** recommendation regarding advancement or disciplinary action and provide the student with an opportunity to appeal that recommendation if they desire.
- V. The Dean has final authority regarding an appropriate course of action for each student.

## 6. Annual Evaluation

Each student is reviewed annually by the SEPC to determine the **student's** preparedness for advancement to the next level of medical study.

- Students receiving all A and B grades for all modules or clerkships in a given year are normally advanced to the next year of study or recommended for graduation.
- Students with one or more C grades or annotation of T instead of assignment of final grade, or unsatisfactory professionalism, are reviewed by the committee to determine appropriate follow-up or action which could include no additional requirements; completion of a particular module or examination; repeating a particular module or clerkship; repeating a complete year; dismissal from the program, or other recommendations. The student may also be placed on a probationary status until required actions are completed.

- Students with one or more F grades will be reviewed separately by the committee to determine their suitability for continuing in the medical education program. The committee may recommend remedial action requiring the student to retake a module/clerkship or repeat a year, or may recommend dismissal from the program.

A student may appeal the advancement recommendation by the SEPC if the student feels that that the recommendation was not made in accordance with the advancement policy specified for the program or other requirements for continued enrollment or professionalism. Specific appeal procedures may be found in the [SEPC Appeal Process](#) section.

## 7. Graduation Evaluation

Each student is reviewed during the fourth year by the SEPC to determine the **student's** suitability for graduation. In conducting that review, the committee examines the **student's** performance in the pre-clerkship years, clinical performance in the clerkships, and professionalism exhibited throughout the program of study. In addition, the committee verifies that all required examinations have been completed.

## 8. Procedures for Professional Conduct and Disciplinary Action

Medical students are required to meet the behavioral standards for the College of Medicine and the university. The university policies and procedures concerning behavior are contained in the UCF student handbook, [Golden Rule](#). Non-academic standards for behavior and conduct for the College of Medicine are embodied in the [Student Honor Code](#). Reports of improper behavior and conduct will be addressed by the Honor Council (aka Student Professional Conduct Council (SPCC)), which performs peer evaluation for issues of student professionalism and other conduct issues that are inconsistent with the values of the College of Medicine. The SPCC strives to educate the students in their professional responsibilities, to investigate any reported violations of the Honor Code, to recommend appropriate penalties, and to interface with the SEPC when breaches of professional conduct are suspected. The Honor Code and the policies and procedures of the SPCC are included in [Appendix A](#).

## 9. Publication and Communication of Standards and Procedures

These standards and procedures for evaluation, advancement and graduation and for professional conduct and disciplinary action are published in the University of Central Florida College of Medicine M.D. Program Student Handbook, M.D. Program Student Bulletin, and are posted on the web. Students and faculty members have access to an electronic copy of both documents. The location of these documents, as well as the standards and procedures contained within, are reviewed during the annual orientations required for all students and annual updates provided to faculty members. The responsibilities of the SEPC and the SPCC are delineated in the University of Central Florida College of Medicine M.D. Program Student Handbook.

#### 10. Review of Student Performance

A **student's** overall performance is considered by the SEPC in preparing recommendations regarding promotion, graduation and general academic progress. Information upon which decisions are based include grades, written evaluations, and cognitive and non-cognitive data submitted by the faculty during various modules/clerkships. Students must receive a passing grade in every module, clerkship and course, and must meet professionalism standards, to be recommended for promotion and graduation. All students are informed of their academic progress on a regular basis.

Any student with a deficient grade who is granted approval by the SEPC to remediate the deficiency must complete the required remedial course work with a passing grade within the permitted time frame. Remediation requirements are determined by the appropriate module/clerkship director(s) and approved by the SEPC. Remediation must be completed prior to progression to the next academic year, unless the plan for remediation, submitted by the module/clerkship director(s), and approved by the SEPC, allows continuation into the first months of the next academic year. Students with remediation requirements are expected to forego any optional summer experiences (e.g., research opportunities, preceptorships, fellowships, etc.) in order to focus on their academic performance and successful remediation of deficiencies. Any incomplete academic work or work receiving a (T) grade must be completed within the prescribed period or the grade will be converted to an (F). Unsuccessful remediation may result in a failing grade. The (T) grade is replaced by the final module/clerkship grade when remediation is successfully accomplished in knowledge, skills, attitudes and/or behavior.

#### 11. Confidentiality

Proceedings of the SEPC are confidential. Except as specified in this policy, the meetings are closed to persons other than individuals specifically authorized by the associate dean for students.

#### 12. Requirements for Quorum and Adoptive Action for the Committee

- I. A quorum for any regular or called meeting of the Committee shall be defined as more than half of the voting members.
- II. All actions of the Committee will require a simple majority vote of those voting members in attendance.
- III. In extenuating circumstances only, a voting member who is unable to attend an SEPC meeting may delegate a proxy from among the non-voting members.

#### 13. Actions of the Student Evaluation and Promotion Committee (SEPC)

- I. Each student is considered individually with emphasis upon quality of performance. The Committee may recommend continued pursuit of medical studies for any student who

is justifiably assumed capable of completing the M.D. degree requirements within the established time limits.

- II. This Committee reviews the progress of all students.
- III. The Committee reviews and determines:
  - a. The promotion of a student from one **year's** study to the next.
  - b. The certification of a student as qualified to graduate.
  - c. The placement of a student, when necessary, on a leave of absence for academic reasons, diagnostic evaluation, medical intervention or personal reasons.
  - d. Disciplinary action for unethical and/or non-professional behavior or other misconduct when required.
  - e. Other remediation as might arise during the course of the educational program.
  - f. The dismissal of a student from the College of Medicine for academic or professional reasons.
  - g. Re-admission of a student following a leave of absence.
- IV. The Committee has the authority to make recommendations in the following areas:
  - a. The formulation of a remedial program. (The recommendations of the respective module/clerkship director concerning remediation will be the primary consideration, subject to approval by the Committee.) These programs may include, but are not limited to:
    - a. Reexamination or reevaluation in a module or clerkship, with or without a period of tutorial study.
    - b. Receipt of academic support (e.g., from the director of Student Academic Support Services).
    - c. Repeating all or part of a **year's** work or longer, if necessary.
  - b. Placing a student on probation.
  - c. Reviewing all petitions following a leave of absence, and recommending whether or not the student may resume medical studies. This must be documented in a letter to the student from the Chair of the SEPC.
  - d. Reviewing and making recommendations concerning a suitable course of study following a leave of absence.
  - e. Other actions referred to the Committee for an individual student and not falling under responsibilities specified above.
- V. If the action recommended by the Committee is that a student takes a leave of absence, the student may appeal the decision as detailed in the section entitled SEPC Appeal Process.

- VI. The dean will designate a Chair of each SEPC. The College of Medicine M.D. registrar, in consultation with the associate and assistant deans for students, assistant deans for Medical Education, and Chair of the SEPC, prepares the agenda for regular and called meetings. Written notification of Committee action(s) will be sent to the affected student from the Chair. The College of Medicine M.D. registrar is the official records custodian and will monitor all letters pertaining to remediation, promotion, graduation, leaves of absence, and dismissals. Verbal discussion of pertinent Committee action(s) with the individual student to whom such actions apply may be presented by the Committee Chair, associate or assistant dean for students, associate dean for faculty and academic affairs or assistant deans for Medical Education.
- VII. All deliberations of the Committee are strictly confidential. Module or clerkship directors may inform appropriate faculty of decisions concerning student performance. Faculty must be apprised of the confidential nature of the information.

## I. STUDENTS WITH UNSATISFACTORY PERFORMANCE/SPECIAL CIRCUMSTANCES

### Academic Failure, Probation and Dismissal

#### 1. Academic Failure

##### *One Deficiency in an Academic Year*

A student who has one deficiency (F, I or T grade) per year will be required to remediate the grade successfully prior to promotion to the next year. A student with one deficiency and marginal performance in other courses may be required to repeat all or part of an academic year. When reporting a deficient grade, the module/clerkship director responsible for that program will also make a recommendation as to how the student will remove this deficiency. The plan may include, but is not limited to, additional study time and taking a make-up exam, repeating all or part of the module or clerkship, or repeating the academic year. The recommendation is submitted to the SEPC for action. If the student fails to prove competency or successfully remediate, the student will receive an F in the module/clerkship and further remediation, if allowed, must be by repetition of the module/clerkship. Students are allowed to repeat a module/clerkship only once. A second failure in the same module/clerkship will result in dismissal of the student from the College of Medicine M.D. Program.

##### *Two or More Deficiencies in an Academic Year*

A student who has more than one deficiency (F, I or T grades) per year may be dropped from enrollment, or be required to repeat the entire year or a part of the year. The SEPC will determine a plan to resolve the deficiencies merited by the situation.

### *Multiple Deficiencies During the M.D. Program*

A student who has had multiple deficiencies during enrollment will be assessed for the severity of the overall problem and a recommended course of action for the individual will be made by the SEPC. Consistency of performance is also evaluated. Any student who records two or more deficiencies (F, I or T grades) throughout enrollment in the M.D. Program will be reviewed on an ongoing basis by the SEPC and may be subject to further SEPC action.

### *Two or More Failing Grades During Enrollment in the M.D. Program*

A student who has two or more F grades during their year(s) of enrollment in the M.D. Program will be subject to dismissal from enrollment in the College of Medicine M.D. Program or other academic action as deemed appropriate by the SEPC.

### *Referrals to Counseling (Tutorial) and Study Skills Service*

Students are encouraged to take responsibility for their own learning and will be provided with formative assessment results throughout the curriculum. All students are encouraged to avail themselves of tutorial and study skills services without referral. However, when students are presented as having difficulty at an SEPC meeting, they are strongly encouraged to avail themselves of these services, and in some instances, will be directed to do so in writing. If a student is repeatedly urged to arrange tutoring, counseling or study skills help, but does not do so and subsequently fails a module/clerkship, this will be made known to the SEPC to assist in evaluation of the **student's** overall performance and professional attitudes.

If a student is directed to seek these referral services, the student has a choice of utilizing UCF services or private resources. Module/clerkship representatives to the SEPC are responsible for providing the Committee with reports of referrals made by module/clerkship faculty as well as the **student's** utilization of referral services. Verification that the student has utilized these referral services may be required. In addition, the SEPC may require that the student have his/her tutor submit information and/or a recommendation to the SEPC relating to the **student's** academic program.

The SEPC may, at its discretion, require an independent evaluation of a student believed to be suffering from an emotional or addictive disorder. Such independent evaluation shall be by a practitioner chosen by the College that is not involved in assessing the **student's** academic performance, and shall result in a report being forwarded to the College. Students believed to be suffering from an emotional or addictive disorder may be referred to the Professionals Resource Network (PRN) ([www.flprn.org](http://www.flprn.org)).

In addition, students may be required to submit random urine drug screens at the request of the associate dean for students or the Student Evaluation and Promotion Committee. Students who present with a substance use problem will be provided with referral information to the Professionals Resource Network (PRN) ([www.flprn.org](http://www.flprn.org)).

## 2. Probation

Students may be placed on academic or non-academic probation. While on academic or non-academic probation, students are expected to limit their participation in extracurricular activities. In particular, students are not permitted to run for or hold any student officer or committee positions (including student organizations, the M.D. Program Student Council, Curriculum Committee and subcommittees, the Student Professional Conduct Council, and any other committee, organizations, or council positions). Students who already hold such positions at the time that they are placed on probation are required to relinquish the position(s). Additionally, students are not permitted to travel to conferences or international experiences while on probation. Exceptions may be granted under special circumstances by the associate dean for students. Once the requirements for probation have been satisfied and the probationary status has been lifted, the student will once again be eligible to participate fully in extracurricular activities, including holding officer and committee positions, as well as travel for conferences and international experiences.

### *Academic Probation*

Academic probation is a designation given to students who are not performing adequately. It is a signal that the student is in danger of dismissal.

A student who has been placed on academic probation will remain on probationary status until deficiencies are removed and/or any other requirements have been completed. Students are expected to resolve all deficiencies within one calendar year. During this period, the SEPC will continually review the **student's** performance. If any new deficiencies are recorded during this time, the SEPC will take whatever action is deemed appropriate for the individual student. Removal of academic probation will occur only when all deficiencies are removed and any other requirements have been completed. If a student has not been removed from academic probation after one year, the student may be subject to dismissal from the M.D. Program.

- I. A student who **“withdraws failing”** from the academic year to take a leave of absence shall be placed on academic probation.
- II. A student who is required to repeat an academic year will be placed on academic probation.
- III. A student who has one or more deficient grades (F, I or T grades) may be placed on academic probation at the discretion of the SEPC.

### *Nonacademic Probation*

Nonacademic probation is a designation given to students who are not performing adequately outside of the learning environment. This designation applies to issues with professionalism and other standards of behavior. A student who has been placed on nonacademic probation will remain on probationary status until deficiencies are removed and/or any other requirements have been completed. Students are expected to resolve all deficiencies within one calendar

year. During this period, the SEPC will continually review the student's performance. If any new deficiencies are recorded during this time, the SEPC will take whatever action is deemed appropriate for the individual student. Removal of non-academic probation will occur only when all deficiencies are removed and any other requirements have been completed. If a student has not been removed from non-academic probation after one year, the student may be subject to dismissal from the M.D. Program.

### 3. Dismissal

- I. If, in the opinion of the SEPC, a **student's** academic performance does not meet the institutional requirements for continuing enrollment, the committee will, at any regular or specially called meeting, recommend that the student be dismissed from enrollment in the M.D. Program. The student will be notified as soon as possible once this decision has been made.
- II. A student will be subject to dismissal if he/she has more than one F grade at any time, fails a module/clerkship while on academic probation, receives a deficient grade for a module or clerkship for a second time, fails to meet the requirements of remediation, or upon any other evidence of poor academic performance or deficient professional behavior as determined by the SEPC.
- III. A student whose performance, though passing, is borderline or marginal in several modules/clerkships will be subject to dismissal if the SEPC determines that the student does not meet the competency standards of the College of Medicine. Similarly, a student whose performance, though passing, consists of a record of multiple deficiencies or failures with subsequent remediation will be subject to dismissal.

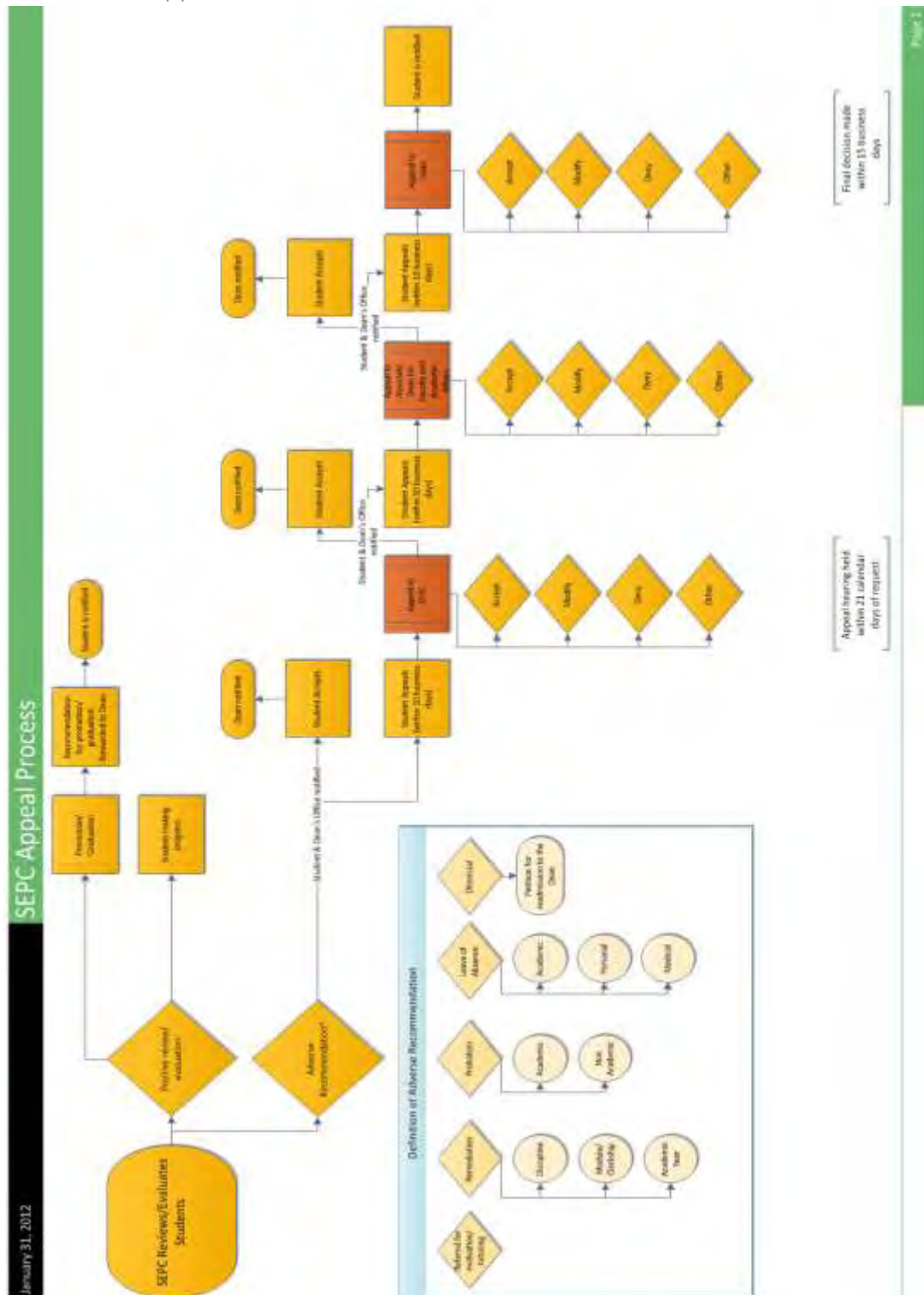
A student will be sponsored by the University of Central Florida College of Medicine for USMLE Step 1 and 2 for a maximum of three times each under ordinary circumstances. Following a third failure on USMLE Step 1, the student will be dismissed from the M.D. Program.

- IV. A student may be dismissed from the M.D. Program if his/her professional behavior and ethics are not in keeping with the standards of the College. Graduation is predicated on the determination by the faculty, as recommended by the SEPC, that a student is suitable for the practice of medicine in terms of professional attitudes and values. The SEPC may recommend to the dean of the College of Medicine dismissal of any student whose behavior is not consistent with the standards of the medical profession, or when the **student's** presence in the medical school is considered detrimental to the student in question, others in the College of Medicine community, or patients.



- V. If there is a recommendation that the student be dismissed, the student may request in writing an appeal hearing before the SEPC. This request must be made within 10 business days of the date the original written decision was received by the student.

#### 4. SEPC Appeal Process



### *Appeal of Disciplinary Action or Dismissal by the SEPC*

A student may appeal an SEPC recommendation if the student feels that the recommendation was not made in accordance with the advancement policy specified for the program or other requirements for continued enrollment or professionalism. The student may be advised by the associate or assistant dean for students and College of Medicine M.D. registrar regarding official policies. The written request for an appeal is directed initially to the chair of the SEPC for resolution by the committee and must be received by the chair of the committee via e-mail, **with a copy to the associate dean for students, within 10 business days following the student's receipt of written notification of the recommendation.** The initial appeal is a procedure dealing **with evidence of a student's performance and/or professional behavior and those factors applying directly to the student's ability to perform.** An appeal hearing will be afforded before the SEPC at the student's request (and no more than 21 calendar days from the date of the request) prior to deliberation or development of recommendations by the committee. A student has the right to present his/her case during the appeal hearing, but may not be present for any discussions or deliberation by the committee.

If the issue is not fully resolved, then a written appeal stating the specific reasons that support the appeal must be made in writing to the associate dean for faculty and academic affairs within 10 business days after receiving notification of the SEPC recommendation regarding the appeal.

After an appropriate review, the associate dean for faculty and academic affairs will recommend final disposition of the appeal **within 10 business days of receipt of the student's written request** for review. A student wishing to appeal to the dean concerning the recommendation must make a written request within 10 business days of receipt of written notification of the recommendation from the associate dean for faculty and academic affairs. Acting as the university **president's** representative, the dean of the College of Medicine shall make a final decision on the matter within 15 business days of receipt of the **student's** written request for review. The dean may act on the appeal directly or choose to have the appeal heard by a special ad hoc committee appointed by the dean. The dean will make the final determination on the status of the student. The decision of the dean is final and not subject to appeal.

The student has the right to be present for any appeal hearing but may not be present for any discussion or deliberation by the committee. The student may be accompanied by a person or **persons of the student's choice to provide support and counsel to the student.** The supporting person(s) may not act as the student's attorney or otherwise participate directly in the proceeding. If requested by the student, the associate or assistant dean for students may also serve as an advocate for the student in an appeal. Alternatively, the student may request that another faculty member, who is not a member of the SEPC, serve as his or her advocate. That individual will be present at an appeal hearing only while the student is present, but may not be present for any appeal hearing discussion and decision.

In the event student progression is delayed, a student will be assigned to the present or adjusted year SEPC as is deemed appropriate by the present SEPC.

## 5. Petition for Re-admission Following Dismissal

- I. A student who has been dismissed from the College of Medicine and who is no longer enrolled may seek re-admission by written request to the dean of the College of Medicine. Such requests require compelling data to support an argument for reinstatement and may be made no sooner than one year after the date of dismissal.
- II. Consideration of such a request, if accepted by the dean, will be reviewed by an ad hoc committee of faculty members of the College of Medicine who are appointed by the dean, to consider the ramifications of the request. That committee will make a recommendation to the dean for consideration and action. The decision of the dean is final and not subject to appeal.

## 6. Leave of Absence

Students who are unable to continue enrollment or complete required instructional modules or clerkships due to illness, maternity leave of absence, hardship or special circumstances must immediately contact the Office of Student Affairs of the College of Medicine. A student requesting a leave of absence must submit a letter outlining the reasons for the request and timetable for return to the associate dean for students.

The associate dean for students may approve a leave of absence for up to one calendar year. Any incomplete course work must be completed by the time specified in the letter to the student sent by the associate dean for students. Leaves requested for a longer period are approved only in exceptional circumstances. Extension requests must be made in writing to the SEPC before the expiration of the original leave of absence. Note that for purposes of deferring repayment of student loans during a school-approved leave of absence, federal regulations limit the leave to six months.

Students who are not enrolled are prohibited from taking part in the College of Medicine's formal educational programs, including classroom, laboratory, or clinical work.

## 7. Approval of Leave of Absence

- I. The associate dean for students of the College of Medicine, or, in his/her absence, the associate dean for faculty and academic affairs, may place a student on a voluntary or involuntary leave of absence for good reason at the associate dean's discretion. If a student disagrees with such action, he or she may ask the SEPC for a review which shall be conducted through the SEPC appeal process.
- II. A student in good academic standing without deficiencies may request of the associate dean for students a leave of absence for a fixed period of time to conduct research or other scholarly activity.

- III. A student in good academic standing without deficiencies may request of the associate dean for students a leave of absence for a fixed period of time as a result of a health problem or other personal circumstances that prevent concentration on academics.
- IV. If, in the opinion of the SEPC, a student who is experiencing problems is judged to be capable of completing the M.D. degree requirements within the established time limits, the Committee may recommend that the student be placed on a leave of absence. This recommendation will be explained to the student. If a student accepts the recommendation, it will be implemented. If a student disagrees with the recommendation, he or she may appeal the decision through the established SEPC Appeal Process.

#### 8. [Petition for Re-admission Following Leave of Absence](#)

- I. Students on approved College of Medicine leave of absence must notify the Office of Student Affairs of the College of Medicine in writing of his or her intent to re-enroll at least three months prior to the date they wish to return to medical studies. For leaves of **absence of less than six months' duration, this notification must be at least two months** prior to the date they wish to return to medical studies.
- II. Students who are on a leave of absence specified by the SEPC must fulfill all requirements outlined in their letter from the SEPC prior to returning to medical studies.
- III. Students placed on leave of absence for an unspecified time period may maintain such status for a maximum of one year.
- IV. In order to return to enrollment, the student must petition the SEPC in writing within the time period allowed. The SEPC will consider petitions for re-admission regardless of the reason enrollment was discontinued. When petitioning the Committee, the student must submit information that will show that return to enrollment is justified. This is required regardless of the reason for the leave.
- V. Petitions for re-admission may be considered at any regular or specially called meeting of the SEPC. The time of re-admission will be based upon that which is deemed most appropriate to the **student's** academic status. Students may be required to repeat parts of the curriculum that have previously been successfully completed.
- VI. Re-admission may be denied if all available positions are filled, even if a student meets all other qualifications for re-admission.

## 9. Grade Appeal Process

### *Basis for Appeal*

A student may appeal his or her module or clerkship grade, or any component of the module or clerkship (e.g., exam grade, narrative evaluation, project, etc.) if he or she feels that the grade was assigned in a manner not in accordance with the module or clerkship statement of policy distributed at the beginning of the module or clerkship. This is not a process for appeal of established module or clerkship grading policies. The appeal is directed initially to the module or clerkship director and then to the assistant dean(s) for Medical Education for resolution. The associate dean for students must be copied on all communications regarding grade appeals.

If resolution of the issue is not made to the **student's** satisfaction, then an appeal is made in writing to the Office of Faculty and Academic Affairs stating the reasons for the appeal. After an appropriate hearing and review, the associate dean for faculty and academic affairs will recommend disposition of the appeal.

A student wishing to appeal to the dean concerning the recommendation must make a written request within 10 business days of receipt of written notification of the recommendation from the Office of Faculty and Academic Affairs. Acting as the university **President's** representative, the dean of the College of Medicine shall make a final decision on the matter within 15 business days of receipt of the **student's** request for review.

### *Guidelines for the Appeal Process of an Assigned Grade*

The following procedure provides guidelines for the grade appeal process. All persons concerned with this process should make every attempt to adhere to the time schedule outlined in the following description. Please note that the time frame for initiating an appeal to the faculty member or module/clerkship director varies by academic year:

- M1/M2 Year: the grade appeal process must be initiated within 10 business days of receipt of the grade.
- M3 Year: final clerkship grades are available by the end of the next clerkship block (six weeks), and the student has until the end of the following clerkship block to initiate the grade appeal (at the end of the next six week block). For example, the grade for Rotation 1 is available at the end of Rotation 2. Any appeals of the Rotation 1 grade must be made prior to the end of Rotation 3.
- M4 Year: final rotation grades are available eight weeks following the completion of the rotation and the student has until the end of the following rotation to initiate the grade appeal. For example, the grade for Rotation 1 is available at the end of Rotation 3. Any appeals of the Rotation 1 grade must be made prior to the end of Rotation 4.

### *Appeal to the Faculty Member*

- I. Within the timeframe specified above, the student may submit a written appeal to the appropriate module/clerkship director via e-mail, with a copy to the associate dean for students, regarding any assigned grade that they dispute. The module/clerkship director will direct the appeal to the responsible faculty member (which in many cases may be the module/clerkship director him/herself), who will review the grading policy with the student to ensure that the process is understood and has been followed. If it is found that the assigned grade is incorrect in the judgment of the faculty member, he or she will initiate the appropriate change with the module/clerkship director, who is then responsible for implementing a grade change. If the change is made at this point, the matter is concluded.
- II. **If the faculty member concludes that the student's grade is correct as assigned**, the faculty member will respond in writing to the student, with a copy to the associate dean for students, within 10 business days of receipt of the **student's** written request for review.
- III. If the faculty member is no longer with the university, the student shall confer with the module/clerkship director who will then make every effort to receive written input concerning the matter from the former faculty member. If it is not possible to receive information from the former faculty member regarding the grade, then the student may appeal the grade as described above and the module/clerkship director will represent the interests of the faculty member who issued the grade.

### *Appeal to the Module/Clerkship Director*

- I. If the question of the assigned grade cannot be resolved between the student and the faculty member, the student may appeal to the module/clerkship director. This appeal must be made in writing within 10 business days following receipt of the initial faculty member review, with a copy to the associate dean for students. The student shall include all relevant information with the appeal to the module/clerkship director. After receiving such an appeal from the student, the module/clerkship director shall review with the faculty member the substance of the **student's** appeal and seek to determine its validity.
- II. If the module/clerkship director determines that the assigned grade was in his or her judgment assigned in a manner not in accordance with the module or clerkship statement of policy, the module/clerkship director will recommend to the faculty member to change the grade or pursue another appropriate remedy. If this action resolves the matter, the module/clerkship director will initiate the appropriate changes. The module/clerkship director will respond in writing to the student within 10 business days of the **student's** request for review, with a copy to the associate dean for students.

### *Appeal to the Assistant Dean(s) for Medical Education*

If the matter is not satisfactorily resolved with the module/clerkship director, the student may appeal to the assistant dean for Medical Education within 10 business days of receipt of the written decision of the module/clerkship director, with a copy to the associate dean for students. For appeal of grades in the M1 or M2 years, the appeal is directed to Dr. Martin Klapheke. For appeal of grades in the M3 or M4 years, the appeal is directed to Dr. Jonathan Kibble. The assistant dean for Medical Education will review all relevant information to this point and confer with the faculty member, student and module/clerkship director. The assistant dean for Medical Education will provide a written response within 10 business days of receiving a written appeal, with a copy to the associate dean for students. If the student is not satisfied with the response from the assistant dean for Medical Education and elects to continue with an appeal, copies of all relevant information mentioned above shall be sent to the associate dean for faculty and academic affairs.

### *Appeal to the Associate Dean for Faculty and Academic Affairs*

- I. If the grade is not changed to the satisfaction of the student at the module/clerkship director and the assistant dean for Medical Education levels, the student may appeal the assigned grade, in writing, to the associate dean for faculty and academic affairs, with a copy to the associate dean for students. This appeal must occur within 10 business days of receipt of the written decision of the assistant dean for Medical Education. The appeal shall be prepared in writing by the student in consultation with the associate or assistant dean for students of the College of Medicine. The associate dean for faculty and academic affairs may discuss the case with the student, the faculty member, the module/clerkship director, the assistant dean(s) for Medical Education, the associate or assistant dean for students and the chair of the SEPC.
- II. Following these discussions, the associate dean for faculty and academic affairs may make a recommendation to the module/clerkship director and the student. If this results in an acceptable solution to all parties, the matter is concluded. If not, a Hearing Committee will be appointed. The associate dean for faculty and academic affairs may, if he or she chooses, appoint a Hearing Committee upon receiving the initial appeal. The appeal will be handled as expeditiously as possible by the associate dean for faculty and academic affairs.
- III. When the decision is made to establish a Hearing Committee to investigate an appeal, the associate dean for faculty and academic affairs shall convene an ad hoc committee comprised of three members of the faculty of the College of Medicine who have not previously been involved in issuing the grade or in the appeal process. This committee shall elect a chairperson and hold a hearing concerning the appeal at a time acceptable to all participants. At this hearing all material relevant to the appeal shall be presented



by the student, the faculty member, the associate or assistant dean for students, the assistant dean(s) for Medical Education and the module/clerkship director. Others may be requested to assist the committee. The student may request to have another individual present for support. Such supporting individual may not participate directly in the **hearing or act as the student's attorney**.

- IV. The Hearing Committee will submit to the associate dean for faculty and academic affairs a written report containing a recommendation for a specific course of action regarding the **student's** grade appeal. If the committee cannot reach a recommendation, a written report will be submitted to the associate dean for faculty and academic affairs who will consider the reason(s) why the committee failed to reach a recommendation. Hearing committee reports are to be submitted within five business days following the hearing.
- V. The associate dean for faculty and academic affairs will then recommend a solution, which may or may not contain some or all of the recommendations of the Hearing Committee. If this recommendation satisfactorily resolves the matter, the issue is concluded. The associate dean for faculty and academic affairs will provide a written response to the student, with a copy to the associate dean for students.

#### *Appeal to the College Dean*

If a satisfactory resolution is not achieved, the student may appeal to the dean of the College of Medicine. A student wishing to appeal to the dean concerning the recommendation must make a written appeal request, with a copy to the associate dean for students, within 10 business days of receipt of written notification of the response from the Office of Faculty and Academic Affairs. Acting as the university **president's** representative, the dean of the College of Medicine shall make a final decision on the matter within 15 business days of receipt of the **student's** request for review. The decision of the dean is final and not subject to appeal. This decision will be communicated to the student in writing, with a copy to the associate dean for students.

## IV. CURRICULUM

The curriculum can be viewed online at [www.med.ucf.edu/academics](http://www.med.ucf.edu/academics). The most up to date description of modules can be found at <http://med.ucf.edu/academics/md-program/program-modules/>.

### A. Classification of Modules/Courses 000-6999

- 6000-6999. Advanced graduate level modules. These modules are designed to build upon the beginning graduate level courses/modules and to deliver more advanced content and experiences.
- 7000-7999. Doctoral level courses. These courses provide material at the most advanced graduate level.

## B. **Florida's Statewide Course Numbering System**

Modules/courses in this handbook are identified by prefixes and numbers assigned by **Florida's** Statewide Course Numbering System (SCNS). This numbering system is used by all public postsecondary institutions in Florida and by thirty-three nonpublic institutions. Students and administrators can use the online Statewide Course Numbering System to obtain course descriptions. The information is at the SCNS website: [scns.fldoe.org](https://scns.fldoe.org).

## V. **ADVISEMENT AND CAREER COUNSELING SYSTEM**

### A. **ADVISORS**

#### 1. **Advising Program**

Students receive academic advisement and career counseling from three sources over the course of their medical education: an advising academy leader, a specialty advisor, and the Office of Student Affairs. The advising academy leader is primarily responsible for academic advising and serving as a liaison with specialty advisors, and the specialty advisor is primarily responsible for career counseling relevant to the residency application process. The Office of Student Affairs, under the direction of the associate and assistant deans for students, has overall responsibility for the advising and counseling system. This includes providing faculty development to the advising academy leaders and specialty advisors, developing an overarching advising and career counseling program, and advising the student body both as a group and individually as needed. In addition, the Office of Student Affairs recognizes that students often form mentoring relationships with other faculty throughout the academic year (e.g., preceptors) and provides guidance to students on developing an effective, supportive student-mentor relationship.

All students are assigned to an advising academy in the fall of the M-1 academic year. Advising academies are separate advising groups (academies) composed of an equal amount of students from each of the four classes. The advising academy leader, who is a faculty member with the College of Medicine, is responsible for academic advising, professionalism, career counseling, and providing guidance when appropriate for personal matters. In addition to having individual meetings with their student advisees, advising academy leaders are encouraged to meet with their assigned students in small groups throughout the year. Students are encouraged to meet with their assigned advising academy leader at recommended intervals and more often as needed or desired. The assigned advising academy leader stays with a particular student throughout the four years of the M.D. Program. If there are circumstances which preclude a successful continued advisor-advisee relationship, then the Office of Student Affairs (through the associate or assistant dean for students) makes arrangements for an alternate academy leader to be assigned. Faculty serving on the Student Evaluation and Promotions Committee (SEPC) for a particular academic year who are also serving as an advising academy leader for

students within that academic year must recuse themselves from voting in any SEPC business relating to those students.

In addition, the Office of Student Affairs holds mandatory advising sessions for students. In these sessions, students meet for a large group session focusing on professionalism, humanism, career planning or other issues of importance to students. Students desiring further information or individual follow-up after these sessions are encouraged to schedule one-on-one meetings with their academy leader or the associate or assistant dean for students. Students are encouraged to take an active role in the development, planning, and execution of these small group sessions, as well as the advising program as a whole.

During the third year, and under the guidance of the advising academy leader, students seek out a **specialty advisor to provide specialty-specific guidance and assistance with applying to residency**, as well as advisement in selecting electives. Ideally specialty advisors write one of the **student's letters of recommendation, provide assistance and feedback with the residency application** (personal statement, CV, Electronic Residency Application Service (ERAS) application, etc.) and discuss a variety of residency programs around the country with the student. The Office of Student Affairs and academy leaders also provide substantial support for students during elective planning and the residency application process.

Finally, the Office of Student Affairs holds regular meetings with students throughout the year to discuss issues of particular relevance to their phase of education. For example, at the beginning of the M-1 year, these sessions may focus on stress management, wellness, time management, and study skills. Special sessions are held by the Office of Student Affairs timed to coincide **with critical events in the students' careers, such as preparation for the USMLE**, orientation to the M-3 year, choosing electives and planning for the M-4 year, and application to residency. The Office of Student Affairs also works with students to develop and support specialty-interest groups, residency panel discussions, and workshops providing guidance to students on career choice and planning.

## 2. Advisor Assignments (Faculty)

### *a. Role of the Advising Academy Leader*

Essentially, the role of the advising academy leader is to serve as an advocate for the student. Ideally, the relationship will develop into one in which the advising academy leader is sought out by his or her advisee for counseling, friendship and advocacy. He or she becomes a trusted confidential guide. Although the frequency of contact depends largely upon the advisee, it is appropriate for the advising academy leader to become pro-active in the relationship and initiate dialogue. For example, the advising academy leader can offer guidance in such matters as thriving in medical school, geographic location, personal problems, and referral to other resources as necessary. Issuing caveats in certain areas is

also within the realm of advisement. Being accessible to the student is important; therefore advising academy leaders are encouraged to maintain open-door policies. Additionally, the advising academy leader counsels the student in choosing and progressing toward a career, developing a senior year program which is in concert with the student's career goals, and assisting in the process of applying for residencies.

*b. Role of the Specialty Advisor*

Specialty advisors supplement the role of academy leaders by providing specialty-specific guidance to students interested in a particular field of medicine. Students are encouraged to communicate with specialty advisors in addition to and under the guidance of their academy leader to ensure that they have the best possible guidance both in applying to residency and meeting the requirements of the UCF College of Medicine M.D. Program.

*c. Access to Student Records and Grades*

Guidelines of the Family Educational Rights and Privacy Act (FERPA), also known as the Buckley Amendment, are followed in managing student records and grades. The personal records and grades of a student on file in the registrar's office and the Office of Student Affairs are accessible for review by the assigned academy leaders and specialty advisors. It is the responsibility of the advisor to ensure confidentiality of all student records reviewed.

*d. Changing Advisors*

If for any reason a student wishes to change advisors, or vice versa, the Office of Student Affairs will affect the desired change upon request and provide appropriate notifications to the advisor and the student.

**3. Career Counseling – Careers in Medicine (CiM) Program**

Career counseling is an ongoing process by advising academy leaders, specialty advisors and the Office of Student Affairs during the student's enrollment. All advising academy leaders are trained in the AAMC Careers in Medicine program, which is a four-year program designed to assist students with the process of identifying their interests, exploring their options, choosing a specialty, and applying for residency. In addition to implementing the Careers in Medicine program, the Office of Student Affairs oversees programs to aid in specialty selection and career decision-making. This includes, but may not be limited to:

1. Assignment of advising academy leaders and assistance in locating specialty advisors.
2. Individual meetings with the associate or assistant dean for students.
3. Information on navigating the Careers in Medicine website and program during his/her first year for use throughout medical school.
4. Elective advisement and scheduling meetings. The senior year schedule must be approved by the advising academy leader and the Office of Student Affairs.
5. Individual meetings with the advising academy leader and/or specialty advisor, associate or assistant dean for students covering career selection and the Medical Student Performance Evaluation (MSPE).

6. A residency application workshop late in Year 3 or early in Year 4.
7. National Resident Matching Program (NRMP) orientation and advisement.

### *Careers in Medicine Timeline*

<https://www.aamc.org/cim/>

#### M1

- Orientation to Careers in Medicine (CiM)
- Connect with an advisor or mentor

#### Understand Yourself

- Attend CiM workshops at your school
- Begin taking self-assessments on the CiM Web site

#### M2

- Complete self-assessments
- Review your assessment results with your advisor

#### Explore Options

- Begin gathering basic information about specialties of interest
- Attend specialty interest groups and panels at your school
- Conduct informational interviews or participate in preceptorships
- **Compare your assessment results to the information you've gathered about specialties**
- Plan your third-year schedule
- Take USMLE® Step 1

#### M3

- Begin clinical rotations; record your reflections on the Clinical Rotation Evaluation
- Review competitiveness data to assess your qualifications
- Join appropriate specialty associations and organizations

#### Choose a Specialty

- Meet with your advisor to discuss your top specialty preferences
- Complete the Specialty Indecision Scale if you're having difficulty making a specialty decision

#### Land a Residency

- ERAS opens for applicants (spring)
- Register with ERAS and begin preparing residency application materials
- Request letters of recommendation from faculty in your chosen specialty(ies)

#### M4

- Research residency training programs through the **AMA's FREIDA Online**
- Pinpoint your preferences using the Residency Preference Exercise
- Begin reviewing and comparing residency programs
- Register with the National Resident Matching Program® for the Main Residency Match
- Register for early Match programs, if applicable

- Begin applying to programs and transmitting applications through ERAS (September 15)
- Take USMLE Step 2 CK & CS
- Medical Student Performance Evaluation (MSPE) released (October 1)
- Interview with residency programs
- Rate programs using the Residency Preference Exercise
- Early Match deadline (early–mid January)
- Rank your selections for the NRMP Main Residency Match (late February)
- Match Day (third Friday in March)

Students are also referred to UCF College of Medicine's [Roadmap to Residency](#) for detailed recommendations and resources. The password can be obtained from Webcourses or the Office of Student Affairs.

#### 4. Residency

After completing medical school education, most medical students will enter residency training. The term "internship" is no longer officially used to refer to the first year of post M.D. training. Each year of residency training is referred to as PGY-1, PGY-2, etc. (post-graduate year-1, etc.). Residency programs are three to seven years in duration, depending on the specialty, and may be followed by fellowship training for some sub-specialties, i.e., pediatric cardiology, vascular surgery, etc.

Students begin to submit applications to residency programs at the start of the senior year. During the period prior to this, students may search the internet to research the programs that are of interest. Most specialties and programs participate in the Electronic Residency Application Service (ERAS). The associate dean for students, advising academy leaders, specialty advisors, and faculty members are the best source of information on programs in a given specialty. The Office of Student Affairs will advise students on the application procedure and the National Resident Matching Program (NRMP), which functions to match applicants with positions in hospital programs. In February of your final year, you will submit a list of programs, for which you wish to be considered, in descending order of preference to the NRMP. The programs submit to the NRMP a list of applicants in descending order of preference. The NRMP uses a computer algorithm to match the student with the program, giving the student the highest choice that was willing to accept that student. The program is weighted toward the student's preferences.

Some specialties, such as ophthalmology and urology, have an "early match" through the San Francisco match and American Urological Association match, respectively. The military match also uses a separate process and occurs earlier than the NRMP match. Additional information will be provided to students interested in these programs at the beginning of the M4 year.

Students are also referred to UCF College of Medicine's [Roadmap to Residency](#) for detailed recommendations and resources. The password can be obtained from Webcourses or the Office of Student Affairs.

## 5. Academic Assistance

### *a. Peer Tutoring*

The Peer Academic Coaching (PAC) program is available to all UCF College of Medicine students who believe they will benefit from academic support and clarification. First priority will be given to those students who are experiencing academic difficulty.

### *b. Reading, Study Skills and Test-Taking Assistance*

Referrals to Counseling (Tutorial) and Study Skills Service

Students are encouraged to take responsibility for their own learning and are provided with formative assessment results throughout each academic module. All students are encouraged to avail themselves of study-skills services and the peer academic coaching program (PAC) without referral via the Office of Student Academic Support Services. However, when students are noted as having academic difficulty at a Student Evaluation and Promotion Committee (SEPC) meeting, they will be strongly encouraged to avail themselves of these services, and in some instances, will be directed to do so in writing.

If a student is repeatedly urged to arrange academic coaching, counseling or test-taking/study skills assistance, but does not do so and subsequently fails a module/clerkship, this will be made known to the SEPC to assist in evaluation of the **student's overall performance and professional attitudes.**

If a student is directed to seek these referral services, the student has a choice of utilizing UCF services or private resources. Module/clerkship representatives to the SEPC are responsible for providing the Committee with reports of referrals made by **module/clerkship faculty, as well as the student's utilization of referral services.** Verification that the student has utilized these referral services may be required. In addition, the SEPC may require that the student have the director of Student Academic Support Services submit information and/or a recommendation to the SEPC relating to **the student's academic program.**

## VI. FINANCIAL POLICIES

### A. FINANCIAL AID

All financial aid for M.D. students is processed through the College of Medicine Student Financial Services Office located in Suite 115 of the Health Sciences Campus at Lake Nona. The UCFCOM Student Financial Services staff is available to provide one-on-one assistance to

students with financial aid application and processing, personal budgeting, debt management, credit advisement, and any other financial concerns.

### 1. FINANCIAL APPLICATION PROCESS

Students who wish to be considered for any need-based assistance or a federal loan must complete the Free Application for Federal Student Aid (FAFSA). The FAFSA is made available each year on January 1st for the upcoming aid year. The school code for UCF to be used on the FAFSA is 003954. **Additional documentation may be required by UCF. If a student and/or a student's family experience a change in financial circumstances, the student is encouraged to discuss this situation with Student Financial Services to determine if a Professional Judgment may be warranted.**

### 2. ESTIMATED COST OF ATTENDANCE

Students may not receive financial aid exceeding the Cost of Attendance (COA), which is established by UCF COM Student Financial Services in accordance with federal requirements. The COA is updated each year to reflect estimates of current costs. The current COA can be found in the UCF COM Student Financial Services 2015-2016 Estimated Cost of Attendance appendix on page 159.

### 3. FINANCIAL AID AWARD PROGRAMS

The following is a brief description of the financial aid programs that will be administered by Student Financial Services. Students who have questions regarding their loans or any other type of financial assistance should contact the staff.

#### *Federal Title IV Programs*

##### **Federal Unsubsidized Stafford Loan\***

This loan is not need-based and interest accumulates on it while in school. The student has the option of making interest payments on the loan while in school to avoid interest accumulation. Stafford loan borrowers who graduate or drop below half-time enrollment are granted one six-month grace period before repayment occurs. The current interest rate is 6.21%. The FAFSA is required before the Stafford loan can be awarded and processed.

M.D. students may borrow up to the lifetime limit of \$224,000 total for undergraduate and graduate Stafford loans combined. The annual borrowing limits are determined based on the length of the time in the enrollment period and are listed below. **A student's financial aid package may not exceed the Cost of Attendance (COA) and therefore may not be eligible for the maximum loan amount permitted.**

M1 (10 months)	- \$42,722
M2 (9 months)	- \$40,500
M3 (12 months)	- \$47,167
M4 (11 months)	- \$44,944



All borrowers must complete entrance counseling for UCF College of Medicine as well as a Master Promissory Note (MPN) before the loan can be disbursed.

*\*Please note that Federal Subsidized Stafford Loans are no longer available for ANY graduate or professional program as of July 1, 2012.*

#### Federal Graduate PLUS Loan

The Grad PLUS Loan is a federal loan that is offered to graduate students who have the need for additional funding beyond their financial aid award. This loan program serves the function of a private loan, and it also has the benefits of a federal loan program, such as deferment, forbearance, consolidation, and death and disability cancellation.

The student must complete an online application and pass a credit check each year the loan is requested, and as with other federal loan programs, will need to initially complete a Master Promissory Note (MPN) to receive the loan funds.

The current interest rate for the Grad PLUS loan is 7.21%. The deferment and forbearance benefits are the same as the Federal Unsubsidized Loan. The annual maximum borrowing limit is equal to the Cost of Attendance (COA) minus other aid received. Repayment begins after graduation or dropping below half-time enrollment.

Students must apply for the annual Stafford loan maximum eligibility before applying for a Grad PLUS loan, and eligibility may be limited due to the Cost of Attendance, financial aid received, and other factors.

#### *Institutional Aid Programs*

##### UCF COM Need-Based Grant

This need-based grant is a result of the state mandated financial aid fee charged to each student enrolled at UCF College of Medicine. Students must demonstrate financial need in order to renew the grant in subsequent years for a maximum of 4 years.

##### UCF COM Scholarships

These scholarships are VERY competitive and are not to be repaid. All students are limited to 4 years of eligibility.

#### *UCF FOUNDATION SCHOLARSHIPS*

UCF Foundation Scholarships are funded by donors through the UCF Foundation. The UCF College of Medicine Scholarship Committee takes into consideration special criteria requests from the donor, if any, when selecting students for these scholarships. These scholarships may or may not be renewable for subsequent years, and this information is provided on **the student's Award Notice**. Recipients will be asked to send thank you notes to donors each year that they receive a donor-funded award along with an update to the donor on the recipient's progress in the program. For renewable scholarships, students must meet satisfactory academic progress (see section 8 below) and are typically limited to 4 years of eligibility unless the donor specifies otherwise.

### *Outside Scholarships*

Students must inform UCF College of Medicine Student Financial Services of any scholarships expected from outside sources. These awards must be counted as a part of the financial aid package even if they are paid directly to the student. If an organization contacts SFS with scholarship opportunities, SFS will email the information to students who are eligible to apply.

### *Veterans Benefits*

Applications for Veterans Benefits for students enrolled at UCF College of Medicine must be processed through the UCF College of Medicine registrar and UCF Veteran Services Office on the main campus. All paperwork will need to be submitted and approved by the VA and the UCF Veteran Services Office before payments can be made. For more information regarding VA Benefits, please contact Veteran Services at 407-823-2707 or email [varc@ucf.edu](mailto:varc@ucf.edu).

## 4. SHORT-TERM ADVANCES

A Short Term Advance of up to \$5,000 (M1/M2) or \$7,000 (M3/M4) may be obtained to assist students prior to the disbursement of aid. Applications are typically made available approximately 30 days before the beginning of each payment period. Anticipated financial assistance must be in place to cover the advance. Further information may be obtained from the Office of Student Financial Services.

## 5. FINANCIAL AID DEFERRALS

Tuition and fees are deferred up to the amount of the anticipated financial aid for the payment period. Students may view their charges for the current payment period on the M.D. Billing Statement, which is accessed from the Student Center on myUCF. If the anticipated aid is greater than the charges that are due, then the charges are considered to be deferred and the student does not need to pay anything out of pocket. If the anticipated aid is less than the charges, then the student must pay the remaining balance after subtracting the anticipated aid by the payment due date.

## 6. FINANCIAL AID DISBURSEMENTS

**Financial aid is credited to the student's account once enrollment is verified and funds are transferred.** Enrollment verification cannot take place until after the first week of classes. Students will not have their aid disbursed until this time.

When financial aid disburses, the funds first apply towards university debts. The remaining balance is refunded to the student in one of two ways: via direct deposit or paper check.

## 7. DIRECT DEPOSIT

Students are strongly encouraged to sign up for direct deposit on their Student Center on myUCF. Direct deposit prevents delays due to lost checks or change of address.

Please note that efficient budgeting practices need to be implemented by students receiving refunds that cover their living expenses. Whether the refund is from loan proceeds or gift aid funding, it is

important that students practice smart spending techniques. For further information, please contact the Office of Student Financial Services at 407-266-1381 or 407-266-1383.

## 8. SATISFACTORY ACADEMIC PROGRESS

M.D. students at University of Central Florida College of Medicine who receive Title IV aid must meet the following Standards for Satisfactory Academic Progress (SAP). Institutional aid also requires the attainment of these standards with exceptions determined by the associate dean for students.

### Background

All M.D. students are enrolled full-time while in attendance at UCF College of Medicine. Students proceed through the four years of study with class levels delineated at M1, M2, M3 and M4. **Medical students' academic, clinical and professional performance is reviewed by the Student Evaluation and Promotion Committee (SEPC) on a regular basis.** During the Annual Evaluation, each student will be reviewed to **determine the student's preparedness for advancement to the next level of medical study** and to ensure that they have met all academic, clinical and professional requirements. M.D. students do not receive calculated grade point averages. The outcome of each **student's Annual Evaluation** is shared by the registrar with the Office of Student Financial Services (SFS). Academic progress for financial aid purposes occurs at the end of every year, coinciding with the SEPC Annual Evaluation. The M.D. Program's **academic** term is equal to one academic year.

Students that do not meet SAP standards are notified via email and are invited in for a one-on-one session with the staff of **Student Financial Services to review the policy and the student's status.**

### Quantitative Standards

The maximum time frame to complete the four year medical school program is six years from the date that the student starts the program. The student must have completed two years successfully by the end of the fourth year of enrollment. If the student is not maintaining the required pace to complete the degree within six years, the student becomes ineligible for financial aid. Any exceptions due to extenuating circumstances must be granted by the associate dean for students.

### Qualitative Standards

The SEPC evaluates students at the end of each academic year. In order to meet SAP, students must be deemed by the SEPC to meet satisfactory academic progress toward the program goals and objectives.

### Appeals and Financial Aid Probation

Students who become ineligible to receive aid will be notified in writing of their ineligibility status and have the right to submit an appeal for reinstatement of aid on the basis of injury, illness, death of a relative or other special circumstance. The appeal must include: the reasons why the student failed to make satisfactory academic progress and a statement explaining what has changed in the

student's situation that will allow satisfactory academic progress at the next evaluation. Documentation to support the student's appeal must be attached. If it is determined that the student will be able to meet standards again after the subsequent payment period, or if an academic plan is developed that when followed will ensure the student will meet the standards by the end of a specific time, then the appeal may be approved so that the student can be placed on financial aid probation and receive Title IV aid.

Academic progress will be reviewed again at the end of the probationary year. Probationary students who meet academic progress standards will be released from probation and are eligible for Title IV aid. Probationary students who fail to meet academic progress standards at the end of the probationary year will not be eligible to receive Title IV aid in the following year.

#### Re-establishing Eligibility without an Appeal

If a student is placed on SAP cancellation status and no appeal is approved, then he/she will not receive Title IV aid. The student may regain eligibility when the student has successfully been promoted to the next level by the SEPC.

If a student takes a leave of absence or withdraws and then returns to the University of Central Florida College of Medicine, **the student's SAP status will remain the same as when s/he left UCF.** If the status is good or probationary, then the student can receive Title IV aid.

### 9. LEAVES OF ABSENCE (LOA) AND WITHDRAWALS FOR TITLE IV AID RECIPIENTS

Financial aid regulations define a LOA as a short period of time (not more than 180 days) where the student returns to training at the same point in the program where he/she left off before the LOA. Students at the University of Central Florida College of Medicine may be granted a LOA for varying lengths of time.

- In cases where a student takes a short LOA and returns to resume the program where he/she left off before the LOA, the student would not be considered as withdrawn and would not be subject to Return of Title IV Funds.
- A student may be granted a LOA where the student leaves the program during the academic year, and then returns at the start of the next academic year to repeat the medical year that was begun before the leave of absence. For financial aid purposes, this is considered to be a withdrawal, not a LOA, and is subject to Return of Title IV Funds. The official withdrawal date is defined as the date that the student first notified Student Affairs of his/her intent to withdraw from the payment period.

Students may also withdraw from the program altogether, in which case the student is subject to Return of Title IV Funds, and the official withdrawal date is the date the student first notified Student Affairs of his/her intent to withdraw.

When a student is placed on a LOA, is dismissed, or withdraws, the student is required to contact Student Financial Services to review the impact of the enrollment change on his/her financial aid. If the student has borrowed federal loans, the student must complete Exit Counseling and the enrollment change will be reported to the National Student Loan Clearinghouse for purposes of entering a grace period or repayment.

#### 10. RETURN OF TITLE IV FUNDS

Students who withdraw after having received Title IV financial assistance might have to repay a **portion of that assistance. If the student's award package includes any federal funds and the withdrawal occurs in the first 60% of the payment period, federal regulations require that a portion of the student's federal aid be returned to the aid programs. For purposes of calculating the refund, the Aid Year will be divided into two separate payment periods, which coincide with the billing cycle. The portion of the aid to be returned is determined by a refund calculation that is based on the number of days remaining in the period. The return of aid is credited in the following order:**

Federal Unsubsidized Stafford Loan  
Federal GradPLUS Loan

#### 11. STUDENT'S RIGHTS AND RESPONSIBILITIES

##### *Student's Rights*

Federal regulations state that the student has a right to know:

- What financial aid programs are available;
- The deadlines for submitting applications for each of the financial aid programs available;
- How financial aid is distributed;
- **How the student's financial need was determined;**
- How much of the determined financial need has been met;
- **An explanation of the various programs in the student's aid package;**
- **The College's tuition refund policy in case the student withdraws;**
- What portion of the financial aid is loan and must be repaid and what portion is non-repayable grant/scholarship aid;
- For loans awarded, what the interest rate is, the total amount that must be repaid, the repayment procedures, the length of time to repay the loan, and when the repayment is due to begin;
- How the College determines satisfactory academic progress and the consequences if such progress is not met; and
- That all documents submitted to the Office of Student Financial Services are confidential.

##### *Student's Responsibilities*

Similarly, the student's responsibilities are to:

- Read the information that the College is required to provide about policies;

- Complete all required documents accurately and submit them before the deadlines to the proper places;
- Provide correct information. In most instances, misrepresentation of information on financial aid application forms is a violation of law and may be considered a criminal offense that could result in indictment under the U.S. Criminal Code. Misrepresentation may also result in disciplinary action by University of Central Florida College of Medicine (UCF COM);
- Supply all additional documentation, verification, corrections, and/or new information requested by the Office of Student Financial Services or the agency to which the application is submitted;
- Read and keep copies of all forms requiring a signature;
- Be aware of the terms of the assistance programs awarded;
- Accept responsibility for all signed agreements including the repayment of loans according to the stated terms;
- Notify the Office of Student Financial Services promptly and in writing of any changes in financial circumstances that occur after submission of the aid application;
- Notify the Office of Student Financial Services promptly and in writing of any change in academic status from that of being a full-time medical student in good academic standing; and
- **Be aware of the College's refund procedures.**

### Fraud

If the College has reason to suspect that a financial aid applicant may have deliberately misrepresented information in connection with his/her aid application, the College may initiate disciplinary action. In the case of fraud or other criminal misconduct, referral may be made to the **U.S. Department of Education's** Office of Inspector General, or if more appropriate, to a state or local authority. If evidence of misconduct is documented, the College will review the matter to determine whether the student should be sanctioned, disciplined, or dismissed.

### Other Important Information

The Department of Education Loan Ombudsman works with student loan borrowers to resolve loan disputes and problems. This office is available to help borrowers manage disputes with schools and lenders concerning Title IV Federal Loan Programs.

Contact information:

FSA Ombudsman

U.S. Department of Education

830 First Street, NE, Fourth Floor

Washington, DC 20202-5144

877.557.2575

[www.fsahelp.ed.gov](http://www.fsahelp.ed.gov)

## B. TUITION AND FEES/PAYMENTS

Information about past and present tuition and fees can be obtained from UCF Institutional Knowledge Management at <http://tuitionfees.smca.ucf.edu/>.

Tuition and fees are established by the State Legislature and the University Board of Trustees and are subject to change without notice. Fees are affected by residency status. Tuition and fees for the UCF M.D. Program are considered to be block charges. The annual block charges are divided in two parts and charged twice each year.

The first payment is due by the second Friday after the beginning of classes. The second payment is due by the second Friday following the day classes resume in January. Students who return from an approved leave of absence after the beginning of the payment period will be charged the full-time block tuition and fees for the payment period in which they return.

Students are contacted via Knights email by the UCF College of Medicine Accounting Office when tuition and fees are assessed to inform them of specific due dates and payment options.

Financial aid can be used to defer tuition and fees up the amount of anticipated financial aid. Please see the section on Financial Aid Deferments in the preceding section.

### 1. STUDENT FINANCIAL RESPONSIBILITY STATEMENT

Registration at the University of Central Florida College of Medicine requires students to acknowledge the following financial responsibility statement: "I accept responsibility for payment of my tuition and fees by the published deadline. I understand that if I do not pay my tuition and fees by the due date I will be charged a \$100 Late Payment Fee, my records will be put on hold, my account will be referred to a collection agency, and I may incur other financial consequences."

### 2. PAST DUE ACCOUNTS

All financial obligations to the university must be met. Failure to meet obligations can result in the withholding and denial of registration, diploma, transcripts and readmission to the university. The services of a professional collection agency and recourse to the courts may also be invoked if deemed necessary. All costs of collection, including attorney's fees, are borne by the debtor. Do not assume your registration will be canceled if you fail to pay fees or attend classes. Tuition deferrals, for example, will prevent class cancellation for non-payment.

### 3. LATE FEES

Late Payment Fees apply to students who do not pay the balance owed beyond the amount of the financial aid deferment (listed as anticipated aid) by the payment deadline. The Late Payment Fee is \$100 per registration.

#### A. FEE APPEALS

Students who desire to appeal a Late Payment Fee may make their appeal to the Fee Appeals Committee by initiating a student petition. Students must submit their petitions to the College of Medicine office of registrar or Office of Student Affairs and may appear before the

Committee (not mandatory). Forms faxed to the Office of Student Affairs should be addressed Attn: Fee Appeals 407-266-1389.

#### B. *HOLDS*

Holds due to unpaid tuition and fees or Short Term Advances that prevent registration and the receipt of transcripts will automatically be removed overnight once UCF debts are paid.

#### 4. PAYMENT PROCEDURES

If financial aid will not pay the balance due on a student's account, then proper payment procedures must be followed. Payment must be received or postmarked no later than the fee payment deadlines specified to be considered on time.

<b>Pay Online</b>	Credit card and check payments may be made online, through myUCF E-Pay ( <a href="https://my.ucf.edu">https://my.ucf.edu</a> ). A mandatory, nonrefundable fee will be charged each time a student chooses to pay with a credit card through E-Pay.
<b>In-person at the College of Medicine Office of Finance and Accounting, third floor, Suite 312 <a href="mailto:comacct@ucf.edu">comacct@ucf.edu</a></b>	Make checks payable to UCF and include your UCF PID on the check.
<b>Main Campus 24-Hour Depository Location</b>	Main Campus, MH 110 – 407-823-2614 (Checks only. No cash or credit cards.)

#### 5. REFUND OF TUITION AND FEES

A refund of fees will be processed under the conditions noted below. The student must submit a written appeal action to the associate dean for students within six months of the close of the payment period for which the refund request is applicable. Any debts owed to UCF will be deducted from any approved refund, up to the full amount, before any refund is issued to the student.

##### Full Refund Eligibility

The following conditions allow a full refund for applicable payment period:

- a student declines admission acceptance prior to the end of the first week of classes
- a student withdraws, is dismissed from the program, or is placed on a Leave of Absence (LOA) prior to the end of the first week of the payment period

##### Partial Refund Eligibility

A 25% refund may be granted to students who withdraw from the M.D. Program or are approved for a Leave of Absence within the first 25% of the payment period.

##### Exceptional Circumstances

Refunds for withdrawals, dismissals, or LOA for exceptional circumstances may be granted for up to 100% of tuition and fees any time during a payment period. Examples of exceptional circumstances include, but are not limited to, illness, death, or involuntary call to military service. For



consideration, a written appeal with supporting documentation must be submitted to the associate dean for students. The documentation must show that the exceptional circumstances occurred during the payment period for which the refund is being requested.

#### 6. EQUIPMENT FEE

Students pay an equipment fee for the use of laptops and other educational devices (i.e. iPads) during the curriculum.

### VII. GENERAL POLICIES AND PROCEDURES

Students are subject to all policies of the university as delineated in the UCF [Golden Rule](#). M.D. students are also subject to all policies and procedures outlined in the College of Medicine M.D. Program Student Handbook and the College of Medicine M.D. Program Student Bulletin.

#### A. ABSENCES / ATTENDANCE

Students are expected to attend all scheduled hours of clinical responsibilities and didactic instruction. Mandatory session and clerkship participation requirements in modules and clerkships and remediation due to absence are determined by the module/clerkship directors. The student will be held responsible for any material covered during the excused absence, but will be permitted a reasonable amount of time to complete any missed work. Recognizing that situations arise which require students to miss time from their module/clerkship responsibilities, the procedures presented below will be followed when absence is necessary:

##### 1. M1 and M2 Modules

###### *Mandatory Attendance Policy M1/M2 Years*

Students are required to be at their local residence during term time. Attendance is mandatory for all sessions involving patients, standardized patients, small group work (labs, cases, team-based learning) and other special sessions as indicated by module directors. Mandatory sessions will be identified in the module calendar. Notice by UCF email is given within three days if changes to the calendar are made. An excused absence form is completed whenever a mandatory session is missed. Unexcused absences are reported as a professionalism violation to the Student Evaluation and Promotions Committee (SEPC).

###### *Emergencies – Personal Illness, Family Illness, etc.*

If the absenteeism will result in the student missing a scheduled exam or mandatory module requirement, the student must e-mail or telephone the Office of Student Affairs to report his or her absenteeism on the first day of being absent. The student should indicate the nature of the emergency. The Office of Student Affairs will take whatever action is necessary and will notify the module director of the **student's** absence. If possible, the student should contact the module director as well. Upon return the [student absence form](#) must be completed by the student. Excusal from an exam will only be granted in cases of severe illness (e.g. hospitalization) or a death in the family. **If the student will miss an exam due to illness, a physician's note is required**

from a physician with whom the student has a legitimate relationship (e.g., their primary care provider).

#### *Scheduled Time Off*

(Conflicts, out of town meetings, personal requests, etc.)

All modules: Students must submit a written request to the module director for permission to miss scheduled exams, module projects, or mandatory sessions. The request should be submitted at least one month in advance of the scheduled event. The decision to grant or deny the request and determine subsequent action will be at the discretion of the module director. It is the responsibility of the student to advise the module director if they are on probation or experiencing academic difficulties. Consideration will be given for activities such as presenting research, elected student representation to various organizations, and personal requests.

The student must provide any documentation requested to the Office of Student Affairs addressing absenteeism. Students who miss scheduled time are expected to acquire the same level of competency as other students involved in the module/clerkship.

## 2. Year 3 Clerkships and Year 4 Senior Required and Elective Rotations

#### *General Attendance Policy*

As a member of a health care team during the third and fourth years of medical school, students are expected to attend all scheduled hours of clinical responsibilities and didactic instruction. There is no guaranteed time off for holidays. Students are expected to follow the holiday practice of the clinic/hospital/site at which they are rotating. Clinical responsibilities such as night call and rounding take precedence over holiday schedules. If situations arise which require students to miss time from clerkship responsibilities, the guidelines below will be followed. Additional remediation may be required at the clerkship director's discretion (e.g., the taking of extra call).

#### *Excused Absences: Definitions and Required Actions:*

##### Anticipated Absences:

- Presentation of research at professional meeting
  - Maximum of one meeting per academic year; *and*
  - Same research project may not be presented at more than one meeting; *and*
  - Time away is only for presentation of data and travel time; *and*
  - Requests must be submitted to clerkship directors for approval no later than 6 weeks prior to date of presentation.
  - If approved, the student is responsible for notifying the attending/resident and their team in advance of all anticipated absences.
  - The student must complete the [absence form](#), have it signed by the clerkship/elective director and forward it to the Office of Student Affairs.

- Requests for exceptions to this policy (e.g., for those on National Committees or those with compelling reasons to give additional research presentations) must be discussed with the clerkship director in advance.
- Residency interviews
  - During interview months of October – January, students will be allowed to take time off for interviews.
  - On 4-week rotations, the maximum number of days allowed is 4 (no more than 3 consecutive days). On 2-week rotations, the maximum is 2 days. Requests for additional days must be discussed and approved by the rotation director. If request exceeds the maximum number allowable, student may be required to repeat the rotation.
  - Requests must be submitted in writing to clerkship director/s prior to the start of the affected rotation/s or within 24 hours of an interview offer during the course of the rotation.
  - Once approved, the student is responsible for notifying the attending/resident and their team in advance of all anticipated absences.
  - The student must complete the [absence form](#), have it signed by the clerkship/elective director and forward it to the Office of Student Affairs.
- Meeting with core advisor or Associate or Assistant Dean for Students
  - May schedule one meeting with advisor or associate or assistant dean for students during each clerkship/elective
  - Meeting/s must be approved in advance by the clerkship director; *and*
  - Meeting/s must be scheduled at a time that minimizes disruption of clinical responsibilities, didactics and other clerkship activities; *and*
  - Absence includes time for meeting and appropriate travel time only; *and*
  - Students are required to be present at clinical sites before and after meeting/s as dictated by their clinical schedules.

#### Unanticipated Absences:

- Hospitalization of student
- Death of family member
- Illness
  - An excused absence may be granted if you are ill.
  - These absences require that a note from your physician be obtained and given to the clerkship coordinator within 24 hours if: illness lasts 72 hours or more at any time, lasts 24 hours during the final week of a rotation, or at the discretion of the clerkship director; *and*
  - The clerkship coordinator and the attending physician/resident physician on your clinical team are notified by you in a timely fashion (e.g., before the start of AM rounds); *and*
  - The [student absence form](#) is completed, signed by the clerkship/elective director and forwarded to Student Affairs.

*Failure to comply with any component of the above instructions will result in unexcused absence and loss of 5 points from the final clerkship grade for each day missed.*

*Residents or faculty directly working with students cannot grant approval for absence. Please do not approach these individuals, as approval by them is not official.*

#### *Unexcused Absences: Definitions and Required Actions:*

- Unexcused Absences include:
  - Vacations, personal days or social events, including weddings, graduations or birthdays
  - Routine doctor/dental appointments
  - Taking Step 2 exams during the third year
  - If the student chooses to travel for personal reasons during the rotation (e.g., a weekend off), it is expected that the student will return to her/his clinical responsibilities on time. Delays in returning (e.g., bad weather, missed flights) will be considered as unexcused.
  - Missing any portion of the Orientation to the Third Year, the M3 Capstone, the M4 Capstone or the Longitudinal Curricular Sessions
- In the event of an absence from the clerkship without permission from the clerkship director, the student will lose 5 points for each unexcused day. These points will be taken off the final clerkship grade.
- Additional remediation may be required at the clerkship director's discretion (e.g., the taking of extra call).
- **Unexcused absences impact upon assessment of a student's professionalism and will be reported to the student's Student Evaluation Promotion Committee (SEPC).**

### **3. Religious Observances**

It is the policy of UCF to reasonably accommodate the religious observances, practices and beliefs of individuals in regard to admissions, class attendance and the scheduling of examinations and work assignments. A student who desires to observe a religious holy day of his or her religious faith must notify all of his or her instructors and will be excused from classes to observe the religious holy day.

The student will be held responsible for any material covered during the excused absence, but will be permitted a reasonable amount of time to complete any missed work. Where practicable, major examinations, major assignments and university ceremonies will not be scheduled on a major religious holy day.

Students who are absent from academic or social activities because of religious observances will not be penalized. A student who believes that he or she has been unreasonably denied an educational benefit due to his or her religious belief or practices may seek redress under the Student Grievance Procedure, located in the [\*Golden Rule\*](#).

The student must provide any documentation requested to the Office of Student Affairs addressing absenteeism. Students who miss scheduled hours are expected to acquire the same level of competency as other students involved in the module/clerkship.

## B. AMERICANS WITH DISABILITIES ACT

The Americans with Disabilities Act (ADA) was enacted in July of 1990, with its provisions becoming effective at various dates thereafter. The ADA expands the rights of the disabled and augments existing anti-discrimination laws. Title III of the Act relates to antidiscrimination by entities engaged in public services and applies to the relationship between students and colleges and universities. The UCF College of Medicine complies with provisions specified in the ADA.

### 1. UCF Student Accessibility Services

UCF Student Accessibility Services

Adam Meyer, PhD, Director

Ferrell Commons 7F, Room 185

407-823-2371

*Orlando Campus*

<http://www.sas.sdes.ucf.edu/>

UCF Student Accessibility Services provides a range of services to students with documented disabilities. Complete information on these services can be obtained by contacting this office or visiting [sas.sdes.ucf.edu/](http://www.sas.sdes.ucf.edu/).

### 2. Operating Procedure for Applicants with Disabilities

On occasion, an applicant to the College of Medicine identifies a disability that may impact his or her ability to meet the Technical Standards for Admission, Progression, and Graduation from the College of Medicine. When this occurs the following procedure will be adhered to:

1. The director of admissions will inform the chairperson of the Medical Student Admissions Committee. Upon learning of an applicant with disabilities who has been made an offer of acceptance, the director of admissions will bring the applicant to the attention of the associate or assistant dean for students.
2. The director of admissions and the chairperson of the Medical Student Admissions Committee will ensure that the applicant receives reasonable accommodations for the interview process. The Technical Standards apply to all applicants, and competitiveness of applicants with disabilities will be judged on the same basis as other applicants who are interviewed.
3. Once an offer of acceptance is made and the scope of accommodation requirements has been determined, the Office of Student Affairs, in consultation with appropriate

professional personnel, will determine a reasonable course of action. For example, a student with dyslexia may require extra time for exams, enlarged print on exams and, on occasion, readers. These are reasonable accommodations and will be provided for the student. Each individual's impairment is different, each disability is different and accommodation needs will vary from case to case.

4. The Office of Student Affairs will work in association with Student Accessibility Services to review the **student's** disability and recommend accommodations. This may include interviewing the student to explore reasonable accommodations to provide the student with the best opportunity for success. It is the responsibility of the student to provide appropriate professional documentation showing the nature of their disability and request accommodations. Students should note that reviewing and making a determination regarding accommodations can take time and should plan accordingly. Students with known disabilities must meet the same standards of academic performance as other students being considered for admission. Accepted students who have disabilities will be expected to achieve a comparable level of competency to that required of other students for progression and graduation.
5. Upon request, the Office of Student Affairs will provide recommendations to applicants concerning professionals who are skilled in conducting evaluations for individuals who believe they may have a disability.
6. Students with learning disabilities, which are documented by reports of examination and testing by appropriately certified and credentialed counselors, may receive increased time to complete institutional and National Board of Medical Examiners (NBME) Examinations. The approval must be coordinated by the Office of Student Affairs, in collaboration with Student Accessibility Services, based upon appropriately certified counselor reports reflecting the diagnosis and certifying that the student requires additional time to complete the examination process. Students should note that reviewing and making a determination regarding accommodations can take time and should plan accordingly. Students who can document that they have been granted testing accommodations by the UCF Office of Student Accessibility Services should present this information (granted accommodations) to the director of Student Academic Support Services (SASS) at the College of Medicine as soon as it is received by the medical student. It is also important for the student to include a history of any previous testing and accommodations (grade one through undergraduate school). It is also helpful for the director of SASS to review any documentation of disability testing. At that time, the medical student and director of SASS will discuss the implementation of **granted accommodations. Following this, it is the student's responsibility to contact the** director of SASS in writing no less than ten (10) business days before each exam to formally request implementation of these accommodations.

7. For students to receive additional time for completing USMLE Steps 1 and 2, approval must be granted by the NBME. Requests to the NBME must be accompanied by appropriate documentation from the appropriately certified counselor with his/her recommendation and the diagnostic procedures used to make their determination. It is **the student's responsibility to request accommodations from the NBME** as accommodations request by a third party (such as a counselor or the medical school) will not be honored. Please note that the NBME will make an independent decision regarding accommodations. Granted accommodations at UCF do not guarantee accommodations with the NBME or other outside organizations. Students are strongly encouraged to allow enough time to request accommodations and submit proper documentation as requesting accommodations is a lengthy process.

#### C. CLASSROOM RESPONSIBILITY

Students are responsible for maintaining classroom decorum appropriate to the educational environment. When the conduct of a student or group of students varies from acceptable standards and becomes disruptive to normal classroom procedures, the instructor has the authority to remove the offending party from the room and refer the student to the associate or assistant dean for students for disciplinary action. M.D. students are held to a much higher standard of professionalism, and mutual respect is expected.

#### D. COMPLAINT POLICY

UCF supports the right of students to file grievances, lodge complaints and make appeals in a safe environment free of fear, retaliation, or other adverse consequence. The university has a **number of offices and committees that are responsible for implementing the institution's** established procedures for addressing written academic and nonacademic student complaints.

In most cases, the recommended strategy for complaints of any nature is to ask the concerned individual to first contact the person or office most directly connected to the issue, unless there are compelling reasons not to do so. If the concerned individual does not want to contact a faculty or staff member directly, he or she begins with the next highest level of authority, which typically is the Department Chair or Director. If the problem or complaint is unresolved or the individual is not satisfied with the resolution, he or she may file a written grievance or appeal. Specific procedures are included in specific sections of this handbook and the [Golden Rule](#).

For additional information, please contact the Office of Student Conduct. The associate and/or assistant deans for students are also available as a resource to students.

#### E. COMPUTERIZED EXAM PROCEDURES FOR M1 AND M2 YEARS

The purpose of these required procedures is to ensure a consistent exam experience for all students and to assure the security of examinations.

Each student will:

- Arrive at the examination room 15 minutes before the official exam start time.
- Bring only their UCF College of Medicine approved laptop and cables, pens or pencils, and mouse. A clear drinking vessel is permitted, but no food may enter the exam room.
- Check in with the door proctor and show UCF ID to receive an exam folder that contains 3 pieces of scratch paper, 4 comment cards, and 1 lab values sheet.
- Remain quiet once entering the exam room, remain seated, and raise their hand to speak to a proctor.
- Report any technical or other problem promptly to a proctor.
- **Electronically “submit” their completed examination.**
- Raise their hand after completing the exam to show the green confirmation screen to the proctor and turn in their exam folder.
- Quietly exit the exam room with all belongings; no re-entry is allowed.

General:

- *Avoid taking bathroom breaks unless truly necessary.* Students must sign out when using the bathroom, keep their break as short as possible, not speak to another student, and sign back in when re-entering.
- *Exams will start on time.* No extra time will be allowed for a student arriving late. Exams will end in the allowed time.
- *No entry to the exam room is allowed if a student is more than 30 minutes late.* In such cases, a student should report this problem to the module director and associate or assistant dean for students for consideration of a later completion of the exam.
- All exam irregularities (potential honor code violations) should be documented in writing, and these reports should be submitted to the associate or assistant dean for **students’ office immediately after the exam. In such cases, the exam score of a student will be withheld until the case is investigated.**

## F. COMPUTING AND TELECOMMUNICATIONS RESOURCES

UCF's computing and telecommunications resources provide a wide range of capabilities for students to communicate, store, and process information that is essential to the academic, research, and administrative functions of the university. It is the policy of UCF that all students use these resources ethically, responsibly, and in compliance with all applicable federal and state laws, university policies, and as prescribed by the [Use of Information Technologies and Resources](#) policy.

Any violation of this policy and procedures may result in immediate loss of network and computer access privileges, seizure of equipment, or removal of inappropriate information posted on university-owned computers or university-supported Internet sites. In addition to



these corrective actions, failure to comply with this policy and procedures may result in disciplinary action up to and including termination.

Computer accounts are provided to students as a privilege associated with membership in the university community and with varying access rights according to institutional role and job duties.

UCF students are generally free to use UCF computing, telecommunications, and electronic information resources as necessary to carry out their assigned responsibilities, subject to the authorized use of those resources as described in this policy and other UCF policies.

The university reserves the right to disconnect or remove university or privately-owned equipment, or restrict use thereof at any time as required to maintain the functionality, security, or integrity, of university computing and telecommunications resources. This policy is not intended to abridge academic freedom or the constitutional guarantees of freedom of speech or freedom of expression.

### 1. Computer Use

The staff of Information Technology will assist students at the Health Sciences Campus with establishing e-mail accounts (via Knights e-mail), setting up their laptops to work with the telecommunications networks, providing information technology training and user help and other needs. This office is responsible for telecommunications, servers and their maintenance, networking and support, hardware and software, lab support, maintenance and personnel to provide computer security and to run the student computing facilities. The two educational and research buildings at Lake Nona are equipped for wireless access to the internet, and computers are available to run commercial software to provide materials for each module/clerkship in the educational program.

Laptops with password protection are also provided for e-mail and other educational activities.

**If a student's laptop is damaged, lost, or stolen, they are required to immediately inform the Office of Information Technology as well as file a police report on stolen property.**

### 2. Misuse of Computing and Telecommunications Resources

The following defined and described actions include, but are not limited to, conduct for which disciplinary action may be taken at UCF. Individual students are expected to abide by these rules of conduct, and administrators are expected to enforce them. These rules of conduct should be read broadly and are not designed to define prohibited conduct in exhaustive terms. Additional rules and regulations may be revised during the year; announcements will be made on adoption of the changes or additions. For more information, refer to the Office of Student Conduct [Rules of Conduct](#).

Misuse of Computing and Telecommunications Resources such as those listed below will not be tolerated.

- a. Theft or other abuse of computer facilities and resources.
- b. Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
- c. Unauthorized transfer of a file.
- d. Use of another **individual's** identification and/or password.
- e. Use of computing facilities and telecommunications resources to interfere with the work of another student, faculty member or university official.
- f. Use of computing facilities and telecommunications resources to send obscene or abusive messages.
- g. Use of computing facilities and telecommunications resources to interfere with normal operation of the university computing system.
- h. Use of computing facilities and telecommunications resources in violation of copyright laws.
- i. Any violation of UCF [\*Use of Information Technology and Resources Policy\*](#).
- j. Any violation of the UCF ResNet Acceptable Use Policy.

### 3. Identifiers

UCF students are assigned two unique identifiers – NID and UCFID.

The NID (Network ID) is a UCF-issued credential that allows access to UCF resources as well as entering [myUCF](#) and to gain access to individual records. The university assigns the NID at admission. To obtain your NID for the first time, or to reset your NID password, visit the NID password reset page at <http://mynid.ucf.edu>.

The UCFID is the primary identification number within UCF systems. It is NOT used to log on to the portal or any other system at UCF, it is used only to identify students within the system (for example, to check out a library book).

## G. DRUG-FREE WORKPLACE/DRUG-FREE SCHOOLS POLICY STATEMENT

Standards of conduct and disciplinary sanctions will be imposed for the unlawful possession, misuse or distribution of illicit drugs and alcohol by UCF students and employees on UCF property or as part of any of its activities. The unlawful manufacture, distribution, dispensation, possession or misuse of a controlled substance, prescription medication or the unlawful possession and use of alcohol is harmful and prohibited in and on UCF owned and controlled property or as part of any of its activities. Any UCF employee or student determined to have violated this policy shall be subject to disciplinary action for misconduct, action which may include termination/expulsion and referral for prosecution. No employee/student is to report to work/class or attend any university activity while under the influence of illegal drugs or alcohol. Violation of these policies by an employee/student will be reason for evaluation/treatment for a

drug/alcohol disorder and/or for disciplinary action up to and including termination/expulsion and/or referral for prosecution consistent with local, state and federal law.

Upon enrollment to UCF College of Medicine, all students are required to complete a criminal background check (CBC) and urine drug screen (UDS). Results of the CBC and UDS will be released to the Office of Student Affairs for review and will be kept on file in the Office of Student Affairs. Any results or information from the CBC and/or UDS that lead to questions of ability to safely participate in the required educational program will be handled on a case-by-case basis.

In addition, students may be required to submit random urine drug screens at the request of the associate or assistant dean for students or the [Student Evaluation and Promotion Committee](#). Students who present with a substance use problem will be provided with referral information to the Professionals Resource Network (PRN) ([www.flprn.org](http://www.flprn.org)).

## H. DRESS CODE POLICY

College of Medicine students, at all levels of education and training, are expected to maintain a proper professional image in their behavior and personal appearance at all times. During the pre-clinical years medical students are expected to wear clean, appropriate apparel (shirts, pants, shorts, dresses, skirts, etc.), shoes, and the UCF ID badge to all academic functions and on the premises of the College of Medicine. During the clinical training years, and any time students are in the Clinical Skills and Simulation Center (CSSC), have contact with patients, or are in patient care areas, the following dress code is in effect:

### Clinical Dress Code

Students must maintain an appearance that conveys a professional image and is suitable for duties in all patient care areas including patient encounters in the CSSC. Acceptable requirements for appearance include the following:

- Photo identification badge must be worn at all times when engaged in College of Medicine activities.
- White lab coats are required and should be clean, wrinkle free and in good repair.
- Professional clothing:
  - Pressed slacks or skirt as appropriate for gender. Neat, clean shirt or top.
  - Men should wear dress shirts with collar. Ties are mandatory for patient care.
  - For women, low cut, midriff, strapless or see-through blouses, shirts or dresses are not acceptable. The appropriate length of a dress/skirt is 2 inches above the knee.
  - Undergarments should not be visible.
  - T-shirts with slogans or pictures are not allowed.
  - Jeans, shorts, miniskirts and athletic shoes are not considered professional clothing.

- Closed toe professional shoes are required in clinical care sites (no sandals or open-toed shoes permitted). Shoes should be clean with heels no greater than 2 inches.
- Jewelry selection: Two earrings per ear maximum may be worn and must be appropriate for patient care areas. Other than earrings, no visible piercings are allowed. Bangle bracelets are not permitted.
- Makeup should project a professional image.
- Hair must be clean and styled in such a manner as to prevent inadvertent contamination during patient care and other professional duties. Unusual and unprofessional hair styles or color are not allowed. Long hair should be controlled in the back and unable to fall forward during activities. Facial hair must be neatly groomed or clean-shaven.
- Headgear that is not worn for religious purposes is not allowed.
- **Fingernails should be clean and maintained at a reasonable length of ¼” or less.** Acrylic nails are not allowed. Nails must be solid in color (of neutral tone) and the same color. No nail jewelry or nail art is allowed.
- Body art/tattoos should not be visible.
- For patient-comfort purposes, excessive perfumes, colognes, aftershaves, scented lotions, etc. should not be worn in patient care settings.
- Gum chewing or use of any tobacco products is not allowed in clinical settings

#### I. EDUCATIONAL PROGRAMS UTILIZING LIVE ANIMAL MODELS POLICY

Live animals are not used in modules taught in UCF College of Medicine M.D. Program. However, graduate and undergraduate courses taught at UCF may require that live animal models be utilized. Students who elect to enroll in these courses are expected to participate fully in all course components, including those that utilize live animal models. If requested by the student, it is at the discretion of course faculty to determine if alternative teaching methodologies may be undertaken in lieu of participating in components that utilize live animal models.

#### J. EMPLOYMENT POLICY

No student may accept outside employment of any kind without prior approval of the associate dean for students. This rule is in place so that outside activities do not interfere with academic performance.

#### K. ENROLLMENT POLICY

Students enrolled in the College of Medicine are not permitted to enroll in courses or degree programs in any other school/college of the university or in any other institution of learning without the consent of the dean of the College of Medicine. Requests to enroll in dual degree programs are handled on an individual basis and may be permitted with approval of the committee overseeing each program involved. Maintenance in that program related to academic performance may be reviewed as appropriate by the [Student Evaluation and](#)

[Promotion Committee](#). Specific requirements for joint degree programs may be found in the M.D. College of Medicine Student Bulletin.

#### L. EXIT POLICY

Graduating students will be contacted in April of their graduation year and informed of any holds on their account. Students will also be expected to return any and all identification badges from affiliated teaching partners. They will also be expected to return any College of Medicine property (i.e. mailbox keys, clerkship property). Students will be expected to clear all holds and return all items before their diploma and transcript will be released.

#### M. M.D. PROGRAM COURSE AUDITING

The M.D. Program at the College of Medicine does not permit auditing of modules/clerkships. The educational program is only available to students enrolled in the M.D. Program.

#### N. MEDICAL STUDENT CLINICAL DUTY HOURS POLICY

The UCF College of Medicine follows the duty hour guidelines set by the Accreditation Council for Graduate Medical Education (ACGME), ACGME 2011.

1. Duty hours are defined as all clinical and academic activities related to the education of the medical student, i.e., patient care (both inpatient and outpatient), administrative duties relative to patient care, the provision for transfer of patient care, time spent in-house during call activities, and scheduled activities, such as didactic sessions, grand rounds and conferences. Duty hours do not include reading and preparation time spent away from the duty site.

- a. Duty hours must be limited to 80 hours per week, averaged over a four-week period, inclusive of all in-house call activities.
- b. Adequate time for rest and personal activities will be provided and will consist of a 10-hour time period between all daily duty periods and after in-house call.
- c. In-house call must occur no more frequently than every third night.
- d. Continuous on-site duty, including in-house call, must not exceed 24 consecutive hours. Students may be on site for up to 6 additional hours in order to participate in didactic activities.
- e. Students must be provided with one day (24 consecutive hours) in seven, free from all educational and clinical responsibilities, averaged over a four-week period.

2. This policy will be published in the clerkship handbooks, and in the faculty and preceptor handbooks. This information will also be covered in the College of Medicine Clerkship Orientation.

Oversight of this policy will be the responsibility of the clerkship director and the relevant clerkship site director/s. Students are responsible for tracking and logging their duty hours in OASIS. Faculty and students with concerns regarding possible duty hour violations should report those concerns directly to the clerkship director in a timely fashion. Failure to keep duty hour log up to date in OASIS may result in participation point penalization from final grade.

Students and clerkship directors will be given a Clerkship Duty Hours Agreement to co-sign acknowledging the policy.

#### O. NEWS RELEASES AND MEDIA RELATIONS

UCF has a comprehensive policy that specifies procedures to be followed in dealing with the media. Detailed information concerning Policy 6-002 can be obtained at the following website: [http://policies.ucf.edu/documents/6-002NewsReleasesandMediaRelationsFINALfinal\\_000.pdf](http://policies.ucf.edu/documents/6-002NewsReleasesandMediaRelationsFINALfinal_000.pdf). If a medical student is contacted by a member of the media, they should contact Wendy Spirduso Sarrubi, Assistant Vice President of Marketing, Health Affairs, at 407-266-1418.

#### P. OFFICIAL METHOD OF COMMUNICATION

To communicate in a more expedient manner, UCF uses e-mail as the official means of notifying students of important university business and information concerning registration, deadlines, financial assistance, scholarships, tuition and fees, and many other critical items for satisfactory completion of the program. The university sends all business-related and academic messages to **a student's Knights e-mail** address to ensure that there is one repository for that information.

Every student must register for, and maintain, a Knights e-mail account at <http://www.knightsemail.ucf.edu> and check it regularly to avoid missing important and critical information from the university. It is critical that students maintain and regularly check their Knights e-mail account for official announcements and notifications. Communications sent to the Knights e-mail address on record will be deemed adequate notice for all university communications. The university does not accept responsibility if official communication is rejected or fails to reach a student who has not registered for, or maintained and checked on a regular basis, their Knights e-mail account. It is not advisable to forward the Knights e-mail account automatically to another email account, as this may lead to delays in receiving or delivery failure of messages.

Additionally, each student must have an up-to-date emergency e-mail address and cell phone number by which to be reached in case of a crisis on campus. This contact information will be used only for emergency purposes.

Students must also ensure that permanent and mailing (local) addresses and telephone numbers are current with the university at all times. Students can update their contact

information online at <https://my.ucf.edu>. Official [Student Evaluation and Promotion Committee](#) (SEPC) communications will **be sent to the student's mailing address on file.**

#### Faculty-student communication policy

Changes made to schedules or teaching locations that will take effect within three days of the change must be announced by an informational email sent to all affected students. Any changes made more than three days in advance may be posted in the appropriate sections of [Webcourses](#) without further notification. Changes to learning materials deemed significant by faculty will be communicated in the same way.

### Q. [POLICY ON SURVEYING M.D. STUDENTS](#)

The purpose of this policy is to monitor the volume and appropriateness of survey requests made to M.D. students. In all cases it is expected that efforts are made to assure high quality so that results have utility. The two general categories of survey that occur in addition to standard evaluation of instruction surveys are 1) research surveys that are part of an Institutional Review Board (IRB)-approved project, 2) informal surveys, the results of which will not be used for publication outside the College of Medicine.

Procedures:

#### 1. Research Surveys:

- a. May be initiated by students or faculty of the college (outside entities must first seek written approval from the associate dean for students).
- b. Before developing a unique survey, investigators should confirm that the information sought does not already exist in standard curriculum surveys and that no validated instrument exists in the literature.
- c. Online survey instruments are preferred and may be deployed via the Office of Assessment. Faculty should contact Dr. Basma Selim ([Basma.Selim@ucf.edu](mailto:Basma.Selim@ucf.edu)); FIRE module students should contact the module faculty for advice in survey development and the module coordinator for survey deployment.
- d. Use of in-class or other paper-based research surveys must be justified and may be used only with the permission of the relevant module/clerkship director and the assistant dean for Medical Education.
- e. In all cases, evidence of IRB approval/exemption is needed before surveys may be deployed.

#### 2. Informal Surveys:

- a. Are defined as those that are not part of a research project or the standard College of Medicine curriculum evaluation process. Permission is not required to deploy informal surveys but the guidelines below apply.
- b. For surveys canvassing opinions about parts of the curriculum, the relevant committee chair should first be informed as a courtesy. For assistance deploying informal curriculum surveys contact [Andrea.Berry@ucf.edu](mailto:Andrea.Berry@ucf.edu). It is expected that the requested information does not duplicate that already available in the formal college evaluation surveys.

- c. For all other surveys, the Office of Student Affairs should be notified by contacting Soraya Smith ([Soraya.Smith@ucf.edu](mailto:Soraya.Smith@ucf.edu)).

## R. REPEATING AND/OR RETURNING STUDENTS REQUESTING UPGRADED TECHNOLOGY

### 1. Repeating Students

*A repeating student shall be defined as a student who is repeating an academic year, resulting in five years or more of a student career at UCF College of Medicine (UCF COM).*

#### *a. Students with Initial Matriculation in Classes of 2015, 2016 and 2017*

1) Laptop: Should a current student matriculating in the above classes repeat an academic year, no upgrades to laptops are needed or will be supplied. In the instance a laptop is not properly functioning, a student may bring it to the Instructional Technology (IT) Department to be assessed.

2) iPad: Should a current student matriculating in the above classes repeat an academic year, no upgrades to iPads are needed or will be supplied. In the instance an iPad is not properly functioning, a student may borrow an iPad from the UCF College of Medicine Health Sciences Library until the student can arrange for repairs or replace his/ her own iPad.

#### *b. C/O 2018 and Future Students*

1) Laptop: Should a student repeat their first year at UCF College of Medicine, a student will return their laptop from the prior year and it will be replaced with technology to match the class being joined. Should a student repeat any academic year other than the first year, no upgrades will be given. *(Only eligible if original acceptance was for C/O 2018 or later)*

2) iPad: Should a student repeat their first year at UCF College of Medicine, they will keep the original given iPad and return it to the UCF College of Medicine Health Sciences Library at the time its lease expires (end of two years). *(Only eligible if original acceptance was for C/O 2018 or later)*

### 2. Returning Students

*A returning student shall be defined as a student who is returning to an academic year after a leave of absence, still resulting in a total of four years attendance in the UCF College of Medicine M.D. Program.*

#### *a. Students with Initial Matriculation in Classes of 2015, 2016 and 2017*

2) Laptop: Upon returning from a leave of absence, a current student matriculating in the above classes shall receive back the same laptop, from the IT Department, that was surrendered at the time of their departure. *(See Leave of Absence policy, page 43)*

3) iPad: Upon returning from a leave of absence a current student matriculating in the above classes shall receive back the same iPad, from the UCF College of Medicine Health Sciences



Library, that was surrendered at the time of their departure. *(See Leave of Absence policy, page 43)*

*b. C/O 2018 and Future Students*

- 1) Laptop: Upon returning from a leave of absence, a student shall receive back the same laptop, from the IT Department, that they surrendered at the time of departure. *(See Leave of Absence policy, page 43) (Only eligible to C/O 2018 or later)*
- 2) iPad: Upon returning from a leave of absence, a student shall receive back the same iPad, from the UCF College of Medicine Health Sciences Library, that they surrendered at the time of departure. In the event that the lease for the iPad has expired, an upgraded device will be reserved for the returning student. *(See Leave of Absence policy, page 43) (Only eligible to C/O 2018 or later)*

**3. Appeals**

Students may appeal to the Office of Student Affairs for an exception to these policies if they believe there are extenuating circumstances to be considered. The curricular deans, IT, Ed Tech, the Office of Assessment, and the UCF College of Medicine Health Sciences Library may be consulted in the case of an appeal to consider the technology needs for success in the curriculum.

**S. REQUIRED NOTIFICATION**

Any student who is arrested or charged with committing a criminal offense while enrolled in the M.D. Program must notify the associate or assistant dean for students within 72 hours of the event. The circumstances will be evaluated and it may be determined that the student can no longer be enrolled as a result of the incident. Decisions will be made on a case-by-case basis. Additionally, incidents may be reviewed by the Student Professional Conduct Council (Honor Council) and the UCF Office of Student Rights and Responsibilities.

Additionally, any student who is admitted to a hospital or other inpatient health care facility, either voluntarily or involuntarily (including for example, via the Baker Act), must notify the associate or assistant dean for students as soon as possible and within 48 hours of the admission.

**T. STUDENT CONDUCT**

Students are subject to federal and state laws and local ordinances as well as regulations prescribed by UCF and the Florida Board of Governors. The breach or violation of any of these laws or regulations may result in disciplinary action. Behavioral breaches of state law, UCF requirements, or program expectations are grounds for dismissal from the program of study and the university. Detailed conduct regulations and procedures are presented in the [\*Golden Rule\*](#).

## U. STUDENT PROTECTION FROM MISTREATMENT AND ABUSE

### 1. Student Mistreatment Policy and Procedures

#### *Policy's Objectives*

The UCF College of Medicine holds the core belief that all medical students, residents, faculty and staff have the right to learn and work in an environment of respect. This policy was developed to educate the UCF College of Medicine community about student mistreatment and outline the procedures for addressing medical student mistreatment when it does occur. It is the policy of the UCF College of Medicine that mistreatment of medical students will not be tolerated.

This policy and related procedures aim to protect medical students from mistreatment by any faculty (pre-clinical and clinical) or staff member associated with UCF College of Medicine, including clerkship directors, attending physicians, residents, and other medical students by:

- Educating all members of UCF College of Medicine about student mistreatment;
- Prohibiting medical student mistreatment by anyone associated with UCF College of Medicine;
- Encouraging the early identification of medical student mistreatment as a preventative measure;
- Identifying individuals to whom medical students can report mistreatment;
- Requiring those who receive complaints regarding student mistreatment to report the complaint to the appropriate administrator;
- Providing a confidential system for reporting mistreatment;
- Prohibiting retaliation against those who report mistreatment;
- Assuring confidentiality to the fullest extent possible;
- Assuring that all reports of mistreatment will be thoroughly and promptly addressed;
- Providing an avenue for corrective action.

Reports of mistreatment will preferably be addressed within an informal framework when appropriate, but formal procedures are available for use when necessary.

#### *Medical Student Mistreatment Defined*

UCF College of Medicine has defined mistreatment as any behavior that is harmful or offensive **and unreasonably interferes with a student's learning. Such behavior may be verbal** (swearing, humiliation, insults), emotional (neglect, a hostile environment), and physical (threats, physical harm). Students should be aware that medical student training is a rigorous process and feedback may occasionally be uncomfortable. For example, the Socratic method is frequently utilized in medical education, to not only assess knowledge, but also to promote synthesis and application of that knowledge. In and of itself, the Socratic method does not constitute

mistreatment. (However, once it is clear that a student has reached the limit of his/her knowledge, it is not appropriate to continue berating students with questions or with denigrating comments about his/her knowledge base.) Students should take this into account when assessing potential cases of mistreatment.

Examples of mistreatment include but are not limited to:

- verbal attacks or speaking insultingly to or about a person
- public belittling or humiliation (e.g., beyond the appropriate use of the Socratic method)
- threat of harm or being physically attacked (e.g., hitting, slapping, or kicking a person, or throwing instruments at a person)
- requiring performance of personal services (e.g., shopping, babysitting)
- intentional neglect or lack of communication (e.g., neglect, in a clerkship, of students with interests in a different field of medicine) or other instances that cause unwarranted exclusion from reasonable learning or professional opportunities
- disregard for student safety
- denigrating comments about a student's field of choice
- threat of grading and other forms of assessment as a reward or punishment other than course/clinical performance
- assigning duties as punishment rather than education
- other behaviors which are contrary to the spirit of learning and/or violate trust between the teacher and learner.

Violation of this policy may lead to disciplinary action, up to and including expulsion or termination.

Other mistreatment behaviors such as sexual harassment, discrimination based on race, color, religion, sex, national origin, age, disability, marital status, sexual orientation, gender identity, gender expression, and veteran status are covered under this and other College and University policies. The associate dean for students has the authority to determine (on a case by case basis) whether or not an alleged form of mistreatment would be more appropriately covered under this or other policies. When a medical student is alleged to have engaged in medical student mistreatment, the associate dean for students will determine whether such cases shall be handled under this policy or by the Honor Council (aka Student Professional Conduct Council (SPCC)). Disputes over grades are handled by M.D. Program academic policies.

### *Prevention and Education*

UCF College of Medicine is committed to preventing mistreatment of medical students through education of the UCF College of Medicine community. This policy and related procedures will be disseminated among UCF College of Medicine on an annual basis. In addition, UCF College of Medicine will periodically utilize varying methods (e.g., email, workshops, orientations) to

inform medical students, residents, faculty, administrators, and other staff about medical student mistreatment and the UCF College of Medicine policy on addressing mistreatment.

Methods of communicating to specific groups include but are not limited to the following:

#### To Medical Students:

- a section on medical student mistreatment in the M.D. Program Student Handbook and clerkship handbooks,
- a topic during annual orientations,
- education of the medical student body through class meetings,
- web page dedicated to mistreatment information and resource guide.

#### To Members of the UCF College of Medicine Community:

- annual transmittal, by the associate dean for students, of a copy of the policy and procedures to department chairs, module directors, clerkship and site directors at College of Medicine and at affiliated institutions, with instructions to distribute and explain the policy and procedures to faculty and staff participating in the teaching and training of medical students,
- annual discussions at clinical and medical education faculty meetings.

### *Process*

When mistreatment is believed to have occurred, the following procedure must be followed.

#### Reporting

The initial step is to report the concern or incident. All students and faculty and staff of UCF College of Medicine shall report incidents of mistreatment. Reports may be anonymous and confidential. Confidential, non-anonymous reports with sufficient detail are most useful in support of follow up, however all reports (using de-identified, aggregated information) may be used to assess and improve the educational setting. Students should be aware that anonymous reports may not be able to be fully investigated due to lack of information and lack of the ability to confirm the report. When required by law, the incident may be reported to the proper authorities.

#### Resolution

After reporting, there are three procedural avenues of redress available to medical students:

- consultation,
- informal resolution, and
- formal grievance.

Often, concerns can be resolved through consultation or informal resolution. However, the **student who made the report (the “Grievant”)** can initiate a grievance if the matter is not satisfactorily resolved through the consultation or informal resolution procedure. In addition,

another person or the person about whom the report was made (the “Respondent”) can initiate a formal grievance.

### *Consultation*

A medical student who believes they have been mistreated, or an individual who becomes aware of mistreatment, may discuss the matter with the person who has alleged to have engaged in the behavior, or with the module director, clerkship director, site director (if within a hospital system), program director (if within a residency program), or the associate dean for students.

### *Consultation Procedure*

The consultation procedure consists of one or more confidential meetings between the medical student and the associate dean for students, module director, clerkship director, site director, or program director. The person requesting consultation will be provided with the mistreatment policy and will be given guidance in developing strategies to address the situation. The final outcome may be that no further action is necessary, or may be to initiate the informal resolution procedure. Confidentiality will be maintained (unless conditions exist as stated under “Confidentiality”). In all cases, the findings and recommendations shall be reported to the associate dean for students, who will report the findings and recommendations to the associate dean for faculty and academic affairs and appropriate hospital administrator (if relevant) for ongoing monitoring of the learning environment.

### *Informal Resolution*

Following the consultation, an individual may initiate an informal resolution procedure which entails a non-anonymous report of alleged mistreatment and subsequent investigation of the charges by the associate dean for students (if at College of Medicine) or the relevant clerkship/site/program director (if at an affiliated partner).

### *Informal Resolution Procedure*

**The student who makes the allegation of mistreatment (the “Grievant”) who requests consultation may pursue an informal resolution.** The student will be asked to provide a factual account of the alleged mistreatment and to sign or otherwise certify accuracy and authorship of a statement to such effect. The associate dean for students may assist the student in preparing a statement. This account must be forwarded to the associate dean for students who will in turn forward it to relevant parties (i.e., clerkship director, designated institution official, etc.).

The associate dean for students or module/clerkship/site/program director (as appropriate based on the nature of the reported mistreatment) will inform the person accused of mistreatment (“the Respondent”) of the allegation in sufficient detail to enable the Respondent to make an informed response. The associate dean for students or module/clerkship/site/program director will (i) investigate the alleged mistreatment as promptly as circumstances permit, (ii) afford the Respondent a reasonable opportunity to respond to the

allegation, (iii) advise the parties and persons interviewed or notified about the alleged mistreatment of the need for discretion and confidentiality. Upon initiating an investigation, the associate dean for students or designee may inform the dean, University, or Hospital officials who would be charged with recommending corrective and disciplinary action ("Responsible Officials") of the fact that an informal resolution procedure is under way.

If the associate dean for students or module/clerkship/site/program director is unable to resolve the matter informally, they shall determine, based on the report, whether or not to suggest or impose corrective or disciplinary action. Any action imposed by the Responsible Official shall be in his or her discretion, consistent with his or her authority.

The associate dean for students or module/clerkship/site/program director will notify the grievant, respondent and responsible officials of the disposition of the informal resolution procedure to the extent consistent with UCF College of Medicine and University policies, appropriate considerations of privacy and confidentiality, fairness, and applicable law. If dissatisfied with the disposition of the informal resolution procedure, the student who alleged the mistreatment, the Respondent, or the associate dean for students or designee may initiate the formal grievance or complaint procedure. In all cases, the findings and recommendations shall be reported to the associate dean for students, who will report the findings and recommendations to the associate dean for faculty and academic affairs and appropriate hospital administrator (if relevant) for ongoing monitoring of the learning environment.

#### *Formal Grievance Procedure*

The formal grievance procedure is available when the informal resolution procedure fails to resolve satisfactorily the allegation of mistreatment. The student who made the allegation of mistreatment (the "Grievant"), the person against whom the allegation was made (the "Respondent") or a responsible UCF College of Medicine official may initiate a formal grievance.

A formal grievance is initiated by submitting to the associate dean for students a signed, written request to proceed with a formal grievance. The request is due within 10 business days after the student receives from the responsible UCF College of Medicine official a written statement of the disposition of the informal resolution procedure. The associate dean for students will inform the requesting party of the process that will be followed and provide a copy of the applicable procedure.

The associate dean for students will forward all relevant information to the associate dean for faculty and academic affairs. The associate dean for faculty and academic affairs will evaluate the matter in conjunction with the assistant dean for medical education (for pre-clinical matters) or, as appropriate, the assistant dean for medical education or designated institution official (for clerkship matters) and issue his or her decision in writing to the grievant and respondent and take steps to initiate corrective action (if any).

### *Appeal*

If the grievant is not satisfied with the outcome of the formal grievance procedure, they may file an appeal in writing to the dean of the College of Medicine within 10 business days of receiving the decision. The dean shall make a final decision on the matter within 30 business days of **receipt of the student's written request for review.** The dean may act on the appeal directly or choose to have the appeal heard by a special ad hoc committee appointed by the dean. The decision of the dean is final and not subject to appeal.

### *Outcomes*

If the informal resolution procedure or formal grievance procedure results in a determination that mistreatment occurred, the findings and recommendations shall be referred to the appropriate UCF College of Medicine, University, Hospital or faculty official for imposition of corrective action, including sanctions that the official is authorized to impose. A range of relevant considerations may be taken into account in determining the extent of sanctions, such as the severity of the offense, the effect of the offense on the victim and on the University community, and the offender's record of service and past offenses. Sanctions may include, but are not limited to, oral or written warning, termination of privileges to train/interact with/evaluate medical students, probation, suspension, expulsion, or termination of employment; provided that a respondent may not be dismissed except in accordance with the procedural safeguards for faculty, residents, staff, and students set forth in the relevant documents. The appropriate University, Hospital or faculty official may impose interim corrective action at any time, if doing so reasonably appears required to protect a medical student. In all cases, the findings and recommendations shall be reported to the associate dean for students, who will report the findings and recommendations to the associate dean for faculty and academic affairs and appropriate hospital administrator (if relevant) for ongoing monitoring of the learning environment.

### *Redress of Disciplinary Action*

Nothing in this policy or these procedures shall be deemed to revoke any right that any member of the University community may have to seek redress of a disciplinary action.

### *Confidentiality*

All officials involved in the investigation of mistreatment will hold all communications with those seeking assistance in confidence, and not disclose confidential communications unless given permission to do so. Substance of matters discussed in the office will remain confidential, but the associate dean for students will report general, de-identified trends of issues to provide feedback to the dean and designees and to advocate systems change when appropriate. The only exceptions to this privilege of confidentiality are where there appears to be imminent risk of serious harm or a criminal investigation, compliance with Title IX mandated reporting, or court order.

The associate dean for students and other investigators and decision-makers will strive to maintain confidentiality to the full extent appropriate, consistent with the need to resolve the matter effectively and fairly. The parties, persons interviewed in the investigation, persons notified of the investigation, and persons involved in the proceedings will be advised of the need for discretion and confidentiality. Inappropriate breaches of confidentiality may result in disciplinary action.

### *Retaliation*

Retaliation against a person who reports, complains of, or provides information in a mistreatment investigation or proceeding is prohibited. Examples of retaliation include, but are **not limited to, assigning a lower grade, describing the reporting individual as a “snitch,”** or making comments that the reporting individual is not to be trusted. Alleged retaliation will be subject to investigation and may result in disciplinary action up to and including termination or expulsion.

### *False Claims*

A person who knowingly makes false allegations of mistreatment, or who knowingly provides false information in a mistreatment investigation or proceeding, will be subject to disciplinary action (and, in the case of students, may involve a referral to the Honor Council (aka Student Professional Conduct Council (SPCC)).

### *Time Limits*

UCF College of Medicine aims to administer this policy and these procedures in an equitable and timely manner. Persons making allegations of mistreatment are encouraged to come forward without undue delay.

### *Interpretation of Policy*

The College of Medicine associate dean for students is available to provide advice on questions regarding interpretation of this policy and these procedures.

## **2. Ombuds Office**

University Ombuds Office  
Ombuds Officer – Shreya Trivedi  
Millican Hall, Suite 243, Room 247  
407-823-6440  
*Orlando Campus*  
<http://ombuds.ucf.edu/>

The office of the ombuds officer provides members of the university community assistance and advice regarding concerns related to the university. These services are available to every member of the university community—students, staff, faculty, and others. Any type of concern may be brought to the attention of this office: academic, financial, housing, consumer, work-related, or personal. The university ombuds officer is a neutral facilitator and will listen to



your concern, help you explore options, offer suggestions and advice, and assist in the resolution of your concern. Referral and direction to appropriate individuals and offices and clarification of university policies and procedures are services of the office. All proceedings in individual cases will be held confidential by the ombuds officer unless otherwise authorized by the complainant, or otherwise required by applicable law, including without limitation, Chapter 119, Florida Statutes.

### 3. Nondiscrimination and Sexual Harassment Policy

UCF and the College of Medicine value diversity in the campus community. Accordingly, discrimination on the basis of race, color, sex, sexual orientation, gender identity, gender expression, genetic information, national origin, religion, age, disability, marital status, parental status or veteran status is prohibited.

Sexual harassment, a form of sex discrimination, is defined as unwelcome sexual advances, requests for sexual favors or verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an **individual's** employment or enrollment;
- Submission to or rejection of such conduct by an individual is used as the basis for employment or enrollment decisions affecting such individual; or
- Such conduct has the purpose or effect of substantially interfering with an **individual's** work performance or enrollment, or creating an intimidating, hostile, or offensive working or academic environment.

Sexual harassment or any form of discrimination is strictly prohibited. Occurrences will be dealt with in accordance with university rules. Employees, students, or applicants for employment or admission may obtain further information on this policy, including grievance procedures, from the Equity Coordinator. The director of the Office of Equal Opportunity and Affirmative Action Programs is the campus Equity Coordinator responsible for concerns in all areas of discrimination. The office is located on the main campus, in Millican Hall 330, Orlando, FL 32816-0030. The phone number is 407-UCF-1EEO. Policies and guidelines are available online at <http://eeo.ucf.edu/>.

Medical students are required to complete online modules regarding sexual misconduct, harassment, or other harmful behavior. Information on sexual misconduct (Title IX) can be obtained from the UCF Deputy Title IX Coordinator at 407-823-4683 or by logging on to <http://osrr.sdes.ucf.edu/titleix>.

#### 4. Victim Services

University Victim Services

12201 Research Parkway, Suite 450

407-823-2425

*Orlando Campus*

<http://victimservices.ucf.edu/>

Florida Statute 960 provides protection for victims of crime. Under this statute you have the right to be treated with dignity and respect, to be informed about available services, **victim's** compensation, and your role in the criminal justice system, should you choose to file a police report.

The UCF victim advocate unit can assist you by informing you of your options, advocating on your behalf through the UCF academic and Student Conduct process, the criminal justice system, and support you in your efforts to regain control of your life. All services are confidential and free to students, faculty and staff of the University of Central Florida.

1. Crisis Intervention
2. Information and Referral
3. Practical Assistance and Advocacy
4. Services available on-call 24 hours a day, seven days a week

#### *Important Numbers*

Police Emergency – 911

UCF Police – 407-823-5555

UCF Victim Services On Call Advocate – 407-823-1200 (available 24 hours a day, seven days a week)

## V. STUDENT RECORDS POLICY

#### 1. Student Records

The College of Medicine M.D. registrar manages and maintains the academic records of all medical students. The primary role of the registrar is to maintain the permanent records and **documents pertinent to each matriculated student's progress throughout** medical school. The registrar is also responsible for maintaining the documents that preserve the institutional memory of the college.

The College of Medicine M.D. registrar provides access to student records to faculty and administrative staff with a legitimate educational interest. Students have the right, under the Family Educational Rights and Privacy Act (FERPA), to inspect and review their educational records. Student records submitted to the university become the property of the university and cannot be returned to or copied for the student or released to a third party. Students may

request to amend their records under the provisions outlined in the regulation. Challenges to **medical student academic records will follow the appeal process included in the university's [Golden Rule](#)** adapted to the College of Medicine.

## 2. Student Confidentiality Policy

The Office of Student Affairs adheres to strict policies regarding the release of student information. Students are encouraged not to release class lists, addresses or phone numbers to individuals outside of the College of Medicine. However, pursuant to the requirements of the Family Education Rights and Privacy Act [(FERPA (the Buckley Amendment))] the following type of information designated by law as "directory information" may be released by the College of Medicine Office of Student Affairs when it is deemed in the best interest of the student.

## 3. Directory Information

Under the provisions of FERPA, students have the right to withhold the release of the following items designated by UCF as **"Directory Information:"**

- name
- current mailing address
- telephone number
- date of birth
- major field of study
- dates of attendance
- enrollment status
- degrees and awards received
- participation in officially registered activities and sports
- **athletes' height and weight**

Unless otherwise indicated, these informational items may be released at the discretion of the university.

**The university will honor a student's request to withhold "Directory Information" until such time as that student's request to withhold "Directory Information" is rescinded.** Until such rescindment is affected, the university will continue to withhold such information, even after enrollment has terminated.

For more information, please refer to the [Student Rights to Privacy \(FERPA\)](#).

## 4. Transcripts

Official UCF College of Medicine transcripts can be requested via paper form or online through <https://my.ucf.edu>. Telephone requests are not accepted. Transcripts cannot be released if the student has a hold due to a financial obligation to the university. Transcript requests must **include the student's signature, full name, and the name and complete address of the person(s)** or organizations to which transcripts are to be sent. If final grades or degree statement are needed, a student may indicate that the transcript request is to be held until all requested data are posted.

Official transcript costs for the M.D. Program have been assessed as part of yearly fees; consequently, transcripts are provided to enrolled students at no charge. However, the transcript cost for other UCF undergraduate and graduate programs is \$10 per copy effective January 1, 2008. There is a transcript fee of \$10 per transcript for requests made one year after graduation, dismissal or withdrawal from the program.

#### W. STUDENT PARTICIPATION IN MEETINGS

The College of Medicine supports student participation in local, state, and national meetings, **when such participation does not interfere with a student's academic performance. Students** may request financial assistance for such meetings through the M.D. Student Council or the UCF Student Government Association. If granted, financial assistance typically covers only a fraction of the expenses, and the student is responsible for the remainder of the costs. Students are expected to request permission to miss required coursework or activities (including orientation, capstone experiences) in advance (see [ABSENCES / ATTENDANCE](#) section of the M.D. Program Student Handbook).

#### X. STUDENT RESPONSIBILITY TO KEEP INFORMED

**It is the student's responsibility to keep informed of all rules, regulations and procedures** required for medical studies. Medical program regulations will not be waived or exceptions granted because students plead ignorance of the regulations or claim failure of the advisor or administration to keep them informed.

#### Y. TECHNICAL STANDARDS FOR MEDICAL SCHOOL ADMISSION, ACADEMIC PROGRESSION AND GRADUATION

The M.D. Program educates physicians who are capable of entering residency training (graduate medical education) and meet all requirements for medical licensure. All candidates are evaluated according to the same standards and criteria.

Delineation of technical standards is required for the accreditation of U.S. medical schools by the Liaison Committee on Medical Education (LCME). The technical standards describe the essential abilities required of all candidates.

Reasonable accommodation in achievement of the standards is defined under federal statutes applied to individuals with disabilities. Such accommodations are intended to support the successful completion of all components of the M.D. degree.

The technical standards for the M.D. degree are applied in concert with other policies of the university, including academic policies, academic standards established by the faculty, and student conduct policies.

Standards in five areas must be met by all candidates: Observation, Communication, Motor Function, Cognitive Standards, and Professionalism.

1. **Observation**

Candidates are reasonably expected to observe demonstrations and participate in experiments in the basic sciences; observe patients at a distance and close at hand; demonstrate sufficient use of the senses of vision and hearing and the somatic sensation necessary to perform a physical examination; and integrate findings based on these observations and to develop an appropriate diagnostic and treatment plan.

2. **Communication**

Candidates are reasonably expected to communicate in verbal and written form with health care professionals and patients, including eliciting a complete medical history and recording information regarding **patients'** conditions; perceive relevant non-verbal communications such as changes in mood, activity, and posture as part of a physical examination of a patient; establish therapeutic relationships with patients; and demonstrate reading skills at a level sufficient to individually accomplish curricular requirements and provide clinical care for patients using written information.

Accommodation through use of a trained intermediary or other communications aide may be appropriate when this intermediary functions as an information conduit.

3. **Motor Function**

**Candidates'** motor and sensory functions must be sufficient to diagnose and deliver effective patient care by consistently, quickly, and accurately integrating all data gathered through whatever sense(s) employed.

Candidates are reasonably expected to perform physical examinations and diagnostic procedures, using such techniques as palpation, auscultation, and percussion; complete routine invasive procedures as part of training, using universal precautions without substantial risk of infection to patients; perform basic laboratory tests and evaluate routine diagnostic tools such as EKGs and X-rays; respond in emergency situations to provide the level of care reasonably required of physicians; and participate effectively in physically taxing duties over long hours and complete timed demonstrations of skills.

4. **Cognitive Standards**

Candidates must have sufficient cognitive abilities and effective learning techniques to assimilate the detailed and complex information presented in the medical curriculum. They are reasonably expected to: measure, calculate, analyze, synthesize, extrapolate, and reach diagnostic and therapeutic judgments; recognize and draw conclusions about three-dimensional spatial relationships and logical sequential relationships among events; formulate and test hypotheses that enable effective and timely problem-solving

in diagnosis and treatment of patients in a variety of clinical modalities; understand the legal and ethical aspects of the practice of medicine; and remain fully alert and attentive at all times in clinical settings.

Problem-solving, the critical skill demanded by physicians, requires all of these intellectual abilities.

#### 5. Professionalism

Candidates are expected to demonstrate behavior and social attributes that enable the effective practice of medicine. Candidates are reasonably expected to demonstrate the judgment and emotional stability required for full use of their intellectual abilities; possess the perseverance, diligence, and consistency to complete the medical college curriculum and prepare to enter the independent practice of medicine; exercise good judgment in the diagnosis and treatment of patients; complete all responsibilities attendant to the diagnosis and care of patients within established timelines; function within both the law and ethical standards of the medical profession; work effectively and professionally as part of the health care team; relate to patients, their families, and health care personnel in a sensitive and professional manner; participate effectively in physically taxing duties over long work hours, function effectively under stress, and display flexibility and adaptability to changing and uncertain environments; maintain regular, reliable, and punctual attendance for classes and clinical responsibilities; contribute to collaborative, constructive learning environments, accept constructive feedback from others, and respond with appropriate modification.

Compassion, integrity, interpersonal skills, interest, and motivation are all personal qualities that are assessed during the admission and educational processes.

All candidates are responsible for meeting acceptable standards for behavior and intellectual functioning. Only minimal accommodation is foreseen with regard to the professional section of the technical standards.

#### Z. TIME LIMITATION OF PROGRAM

Students enrolled in the M.D. Program will have six years from the date that they start the program to complete it. Any exceptions due to extenuating circumstances must be granted by the associate dean for students.

#### AA. USE OF HUMAN SUBJECTS IN RESEARCH

Review and approval is required for all research involving human participants conducted by the University of Central Florida. Approval must be obtained prior to including human participants in an investigation. The Institutional Review Board (IRB) consists of a committee established to advocate for the protection of the rights and welfare of human participants involved in research.

IRB Policy defines in detail the operations of the Institutional Review Board, its scope of authority, and the requirements for human subjects research conducted by or in collaboration with UCF. More information can be obtained at <http://www.research.ucf.edu/Compliance/IRB/About/index.html>.

## VIII. HEALTH POLICY

### A. UCF STUDENT HEALTH SERVICES

Health Center, 407-823-2701  
Orlando Campus  
[www.hs.ucf.edu](http://www.hs.ucf.edu)

All M.D. College of Medicine matriculating students are required to provide proof of current health insurance. Certification of current health insurance is required for each year of enrollment (see [proof of health insurance form](#)).

Recognizing the importance of lifestyle in health and the prevention of disease, UCF Student Health Services combines quality care for illness and accidents with an aggressive health education and lifestyle enhancement program. A Student Wellness Advocate Team (SWAT) enhances the health promotion efforts of the Recreation and Wellness Center. Acupuncture, biofeedback, massage and chiropractic care are available in the Health Center and Annex next door. Also, the Reach for Wellness program, located in the Recreation and Wellness Center, features comprehensive health assessment, nutrition counseling (with registered dietitians), HIV testing and counseling and workshops on topics ranging from sexual health to weight management to relaxation techniques. The Pharmacy fills your prescriptions and provides over-the-counter drugs and many convenience products to meet everyday health care needs.

The Health Services program at UCF is accredited by the Accreditation Association for Ambulatory Health Care (AAAHC). Health Services is staffed by board-certified physicians, advanced registered nurse practitioners, physician assistants, registered nurses, pharmacists and a full complement of other medical support personnel. Laboratory and radiology services are also provided. The state of the art 50,000 square-foot Health Services building is centrally located on the UCF campus.

Every health fee paying student is entitled to the benefits provided through the University of Central Florida Health Services, which are outlined in printed material available at the Health Center or on its website at [hs.ucf.edu](http://hs.ucf.edu).

Medical conditions that require specialty care services are referred to specialists in the greater Orlando area or to specialists according to the patient's preference. Most office consultations

and programs are provided without charge. However, laboratory tests, x-rays, medications, allergy maintenance (co-pay), flu shots, immunizations and some procedures and supplies require additional but significantly reduced payments, which may be made with cash, credit card, personal check, or charged to the student's account.

An optional health and accident insurance plan by United Healthcare Insurance that is endorsed by UCF may be purchased by response to periodic mailers or by contacting the UCF Insurance Office (407-823-1649). This voluntary plan is separate from the health fee students are required to pay each semester. However, when purchased, the insurance will cover most of the Health Services charges and also provides for health coverage needs that are beyond the scope of the campus Health Services program, such as hospital referrals and specialty care (subject to co-pays and deductibles). Charges incurred outside the Health Center are the responsibility of the student, including transport by ambulance.

In addition to access for clinical care services, the health fee entitles UCF students to use the Wellness Center located in the Recreation and Wellness facility. The Wellness Center recognizes the role of lifestyle in health and disease prevention by offering a wide range of health promotion services provided by professional health educators and peer health educators/advocates, including HIV confidential blood testing and oral HIV testing, biofeedback, nutrition and weight management, massage, and physical fitness and lifestyle assessment.

When the Health Center is closed, students may obtain information and help from Health Services telephone message at 407-823-2701, its website ([www.hs.ucf.edu](http://www.hs.ucf.edu)), FreeMD (the web-based interactive system to help make decisions about health needs), a 24-hour Nurse Line at 800-556-1555, or the Wellness Center at 407-823-5841. If the situation is urgent, students should call 911.

In addition, UCF Student Health Services has a nurse practitioner available at the Lake Nona Health Sciences Campus (Silver Pod). The hours are Mondays through Fridays, 8:30 a.m. to 5:00 p.m. (subject to change). Students are seen by appointment (although same-day appointments may be available) by calling 407-823-2728 or 407-266-1075.

College of Medicine students who are currently enrolled and assigned to a clinical rotation at **the Bay Pines Veterans Affairs Medical Center may utilize the University of South Florida's (USF) health facilities for medical appointments and are encouraged to review USF's websites: [St. Petersburg campus](#) or [Tampa campus](#)** or contact the health facilities directly for the specific services offered at each location.

If a student desires medical services from USF or from the University of South Florida St. Petersburg Campus (USFSP), they should contact Monica Barksdale at USF's health services directly at 813-974-9336, or Melanie McCabe at USFSP's Wellness Center directly at 727-873-4410, identify themselves as a UCF College of Medicine student, and schedule an



appointment. The health fee students pay entitles the student to unlimited physician (provider) visits during the semester. For all other services (e.g. x-rays, prescriptions, laboratory procedures, injections and orthopedic supplies), USF will assist students with the submission of **insurance claims to the student's insurance carrier, when appropriate.**

College of Medicine students who are currently enrolled and assigned to a clinical rotation at Flagler Hospital may utilize the following programs for health care or personal counseling services. Students will be responsible for any deductibles or copays as specified in their health insurance policy.

Health Care Services		
<i>Practice Name</i>	<i>Location and Phone Number</i>	<i>Additional Information</i>
Flagler Family Medicine	130 Health Park. Blvd. St. Augustine, FL 32086 904-819-4814	Provides general family medicine services. Some physicians within this group will be participating in the clerkship; however, there are physicians within the group who will not have any involvement in the UCF COM affiliation.  Students should request to be seen by a provider who is not involved in the clerkship.
Healing Arts Urgent Care	120 Health Park. Blvd. St. Augustine, FL 32086 904-823-3401	Provides urgent care and family medicine services. Walk-ins are welcome. These clinicians are not affiliated with UCF COM.

#### [Policy on Faculty Providing Medical Treatment for Students](#)

University of Central Florida College of Medicine faculty, as well as Health Services (UCF HS) physicians with faculty privileges in the College of Medicine (COM), who have influence (evaluation, grading) on medical students' academic progress shall not be available for the care and treatment of psychiatric, psychological or sensitive issues that may avail College of Medicine students. College of Medicine students seeking care for such services at UCF HS will be directed to see other UCF HS providers as appropriate. Students seeking care from any facility where faculty practice should identify themselves as a student in the College of Medicine to ensure that they are not evaluated by a faculty member.

See the [appendix](#) for the complete policy.

#### [Wellness Center](#)

Maureen Hawkins

Associate Director, Wellness and Health Promotion Services

Recreation and Wellness Center; 407-823-5841

<http://wellness.sdes.ucf.edu>

The Wellness Center, a division of UCF Student Health Services, has two locations. The first is located on the first floor of the Recreation and Wellness Center, Building 88, Suite 111. The second location is the Counseling Building (across from the Health Services Pharmacy). The professional staff and certified peer educators encourage students to make low risk and responsible decisions about college health and wellness issues through one-on-one and peer group interactive programs and campus awareness events.

Program topics include good nutrition on a student budget, relaxation strategies for busy students, weight management, body image and sexuality issues. These can be scheduled in residence halls, club meetings, classes and at the Wellness Center.

Free and low-cost services include the Comprehensive Health Assessment and Motivation Program (CHAMP), licensed massage therapy, biofeedback relaxation therapy, nutrition workshops and drop-in appointments with a registered dietitian/nutritionist, confidential and anonymous HIV testing, and body fat and blood pressure checks.

Students at the Health Sciences campus have access to a workout room, as well as regularly scheduled group exercise classes such as boot camp and Zumba.

## B. MANDATORY HEALTH REQUIREMENTS FOR COLLEGE OF MEDICINE STUDENTS

All College of Medicine M.D. Program matriculating students are required to have completed a current physical examination and certain immunizations as required by the State of Florida and the University of Central Florida College of Medicine. Students are not allowed to register without proper health information and documentation. The [Physical Examination](#) and [Immunization Forms](#) must be completed by the attending physician and returned to the College of Medicine, Office of Student Affairs, at the address specified on the forms. The immunization form provides specific, detailed requirements for immunizations and acceptable documentation.

## C. ADDITIONAL MANDATORY INSURANCE REQUIREMENTS FOR COLLEGE OF MEDICINE STUDENTS

All College of Medicine M.D. Program students are required to have Disability Insurance and Professional Liability Insurance. Disability insurance can be obtained through the American Medical Association at a low-cost for M.D. students. An informational brochure along with other information regarding coverage can be found at [Med Plus Advantage Program](#). A certificate of coverage will be provided to the Office of Student Affairs.

While enrollment in this plan is not mandatory, proof of comparable coverage is required if the M.D. student decides to enroll in another plan. The [Proof of Disability Insurance](#) form must be provided to the College of Medicine, Office of Student Affairs. Certification of current disability insurance is required for each year of enrollment.

Required Professional Liability Insurance coverage will be issued to students via a consortium agreement, and the cost is included in the M.D. tuition and fee assessment.

#### D. RECOMMENDED INSURANCE COVERAGE FOR COLLEGE OF MEDICINE STUDENTS

It is recommended that all College of Medicine M.D. Program students obtain Life and Accidental Death & Disability (AD&D) Insurance coverage. The American Medical Association provides M.D. students with low-cost options for both life and AD&D insurance.

#### E. EXPOSURE TO INFECTIOUS DISEASES AND ENVIRONMENTAL HAZARDS

##### 1. OSHA Bloodborne Pathogen (BBP) Training for Medical Students

Introduction:

The Occupational Safety and Health **Administration's** (OSHA) Bloodborne Pathogen Standard (29 CFR 1910.1030) applies to persons (students) who, in the normal course of his or her job, have the potential for exposure to blood or other potentially infectious materials. Personnel who require this training include any person who, in the normal course of his or her job, has the potential for exposure to blood, body fluids, body tissues or sharps.

##### A. Medical Student Training Requirements

Students who require training – All medical students are at risk and must complete the OSHA Bloodborne Pathogen (BBP) training upon enrollment and annually thereafter to meet OSHA BBP training standards.

##### B. OSHA BBP Training Program

Completing this web-based program meets both the initial and annual training requirements. Students are expected to complete the online course and quiz prior to **the start of classes for the academic year. A score of  $\geq 70\%$  on the quiz is required for certification.** Failure to complete the annual training course could have significant repercussions regarding your continued enrollment as a medical student at the University of Central Florida.

Definitions:

(Taken from [http://www.osha.gov/pls/oshaweb/owadisp.show\\_document?p\\_table=standards&p\\_id=10051](http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=standards&p_id=10051))

Standard (Universal) Precautions: is an approach to infection control. According to the concept of Universal Precautions, all human blood and certain human body fluids are treated as if known to be infectious for human immunodeficiency virus (HIV), hepatitis B virus (HBV), and other bloodborne pathogens.

Bloodborne Pathogens (BBP): pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, HBV and HIV.

Contaminated sharps: any contaminated object that can penetrate the skin including, but not limited to, needles, scalpels, broken glass, broken capillary tubes, and exposed ends of dental wires.

Workplace and engineering controls: controls (e.g., sharps disposal containers, self-sheathing needles, safer medical devices, such as sharps with engineered sharps injury protections and needleless systems) that isolate or remove the bloodborne pathogens hazard from the workplace.

Other potentially infectious materials: (1) The following human body fluids: semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures, any body fluid that is visibly contaminated with blood, and all body fluids in situations where it is difficult or impossible to differentiate between body fluids; (2) Any unfixed tissue or organ (other than intact skin) from a human (living or dead); and (3) HIV-containing cell or tissue cultures, organ cultures, and HIV- or HBV-containing culture medium or other solutions; and blood, organs, or other tissues from experimental animals infected with HIV or HBV.

## 2. Exposure Control Plan

- A. The Exposure Control Plan describes the rationale, policies and procedures, and the interventions available for College of Medicine M.D. students who have the potential for exposure to blood, other body fluids, or other potentially infectious materials during the normal course of their student activities.
- B. The College of Medicine and affiliated clinical education facilities have designated representatives who are charged to be a liaison between the College of Medicine and the Infectious Disease offices of affiliated clinical education facilities.
- C. Training on prevention of exposure to infectious diseases and environmental hazards occur at matriculation orientation and at the beginning of each academic year. Medical students will also receive specific training on use of personal protective equipment. Prior to beginning clinical work in settings with a risk for exposure, students will receive fit testing with respirators (e.g., N95 masks). This generally occurs in the M3 year, although M1 and M2 students with preceptorship or research requirements in hospitals may also be required to be fit tested.

## 3. Bloodborne Pathogens

Policies and procedures concerning bloodborne pathogen exposures and exposures to communicable diseases (e.g., tuberculosis, chicken pox) are in place at each of the major clinical

teaching facilities. During orientation programs an overview of procedures is presented. Students should familiarize themselves with the policies and procedures of each clinical facility and carefully comply with all requirements in case they are injured or exposed to communicable disease.

All needle sticks and other exposures to blood or other potentially infectious body fluids should be immediately reported to **the student's** supervisor and to the designated contact at the facility where the incident occurs.

Source: [2007 Guideline for Isolation Precautions: Preventing Transmission of Infectious Agents in Healthcare Settings](#)

A. Routes of transmission

Modes of transmission for BBPs vary by type of organism and some infectious agents can be transmitted by more than one route. Some are transmitted primarily by direct or indirect contact, others by the droplet (e.g., influenza virus) or airborne routes (e.g., M. tuberculosis). Direct contact may include blood or other blood-containing body fluids from a patient directly through contact with a mucous membrane or breaks (i.e., cuts, abrasions) in the skin. Indirect contact can include cuts with contaminated instruments or glass.

Source: [Miami Children's Hospital Graduate Medical Education Occupational Health Information](#)

Some important things to remember about exposures:

- Needle size: Larger-gauge needles are riskier than smaller gauge needles.
- Needle type: Hollow-bore needles are riskier than solid suture needles.
- Needles with a syringe of fluid attached are more risky than needles alone.

The following sequence outlines the likelihood of infection: Deep puncture with fluid injection > deep puncture without fluid > superficial puncture > superficial scratch with bleeding > mucous membrane exposure > non-intact skin exposure > aerosol of blood.

Types of body fluid:

- Blood is the riskiest body fluid.
- Bloody body fluids are riskier than body fluids without blood.

B. Risk awareness

Remember: The greater the inoculum, the greater the risk.

C. Human Immunodeficiency Virus (HIV)

<http://www.cdc.gov/hiv/basics/whatishiv.html>

- Although a person can transmit HIV to others during any stage of the disease, the amount of circulating virus in patient blood is highest when the patient has advanced AIDS and/or is experiencing acute anti-retroviral syndrome.
- Almost all seroconversions (presence of HIV antibody in the blood) occur when the patient is symptomatic with a high viral load or has advanced AIDS.
- Florida has the highest number of adult AIDS cases in the US and the third highest number of pediatric HIV infection cases. Additionally, four of Florida's large metropolitan statistical areas reported more cases individually than many states as a whole. In 2013, three of the four leading states with the highest HIV infection case rates were located in the South (Florida, Georgia and Louisiana).  
[United States vs. Florida Factsheet](#)
- Through December 31, 2013, the CDC received voluntary reports of 58 documented cases of HIV transmission to healthcare personnel in the United States (<http://www.cdc.gov/hiv/workplace/occupational.html>).
- The risk of acquiring HIV, if a positive source patient has HIV and the exposed person does not, is 0.3%, i.e., 3 chances in a 100.
- Highly active antiretroviral therapy (HAART) can be utilized within 1-2 hours post exposure.

D. Hepatitis B Virus (HBV)

<http://www.cdc.gov/hepatitis/HBV/HBVfaq.htm>

- An estimated 800,000 – 1.4 million persons in the United States have chronic HBV infection.
- Healthcare personnel who have received hepatitis B vaccine and developed immunity to the virus are at virtually no risk for infection.
- For a susceptible person, the risk from a single needlestick or cut exposure to HBV-infected blood ranges from 6-30% and depends on the Hepatitis Be antigen (HBeAg) status of the source individual.
- HBV can survive outside the body at least seven days and still be capable of causing infection.

E. Hepatitis C Virus (HCV)

<http://www.cdc.gov/hepatitis/HCV/HCVfaq.htm>

- There are now over 3 million cases of HCV in the US; it is the most common chronic bloodborne infection in the United States.

- Highest prevalence groups include IV drug users, chronic hemodialysis patients, and recipients of clotting factor concentrates made before 1987 (when more advanced methods for manufacturing those products were developed).
- After infection, HCV may be clinically silent for years. After infection, 85% develop chronic Hepatitis C.
- Chronic HCV infection is the leading indication for liver transplants in the United States.
- Treatment is difficult to tolerate (pegylated interferon and ribavirin for 12 months).
- There is no preventive vaccine and no post-exposure prophylaxis.
- The risk of acquiring HCV, if a source patient has HCV and the exposed person does not, is approximately 1.8%.

#### 4. Work Practice and Engineering Controls

- A. Sharps containers:
  - Place all needles, syringes, sharps, broken or unbroken glass and plastic ware in red sharps containers.
  - Label sharps container with biohazard symbol and **user's** address.
  - Seal containers when three quarters full.
- B. Double corrugated boxes or large sharps containers:
  - Are available for large contaminated objects such as suction liners.
  - Must be labeled with biohazard symbol and address.
- C. Safer medical devices:
  - Include retractable scalpel blades, needles with attached safety devices, blunted suture needles, retractable phlebotomy needles, needle-free IV systems, etc.
  - These devices are to be evaluated and implemented, as appropriate, by each departmental area.
  - Documentation of the evaluation and rationale for usage or non-usage of devices is required.

#### 5. Hepatitis B Vaccination

<http://www.cdc.gov/hepatitis/HBV/HBVfaq.htm>

The Hepatitis B Vaccine is:

- Genetically engineered, non-replicative, safe and widely available.
- Given in a series of three injections: Day 0, 1 month, and 6 months, respectively, after the first dose.
- Post-vaccine quantitative titers are recommended at least 2 months post-vaccine.

- Prior to admission to the College of Medicine, all M.D. students must have begun or completed (including the post-vaccine quantitative titer) the Hepatitis B vaccine series.

## 6. Personal Protective Equipment

### A. Gloves

- Are indicated when touching blood, bloody body fluids, and items or surfaces soiled with blood or body fluids.
- Inspect gloves frequently for holes, tears or deterioration.
- Double gloving decreases the chances of inoculation by 50%.
- Do not wash or reuse gloves.
- Wash hands after removing gloves.

### B. Face shields/goggles

- Indicated when droplets or splashes to mucous membranes are anticipated.
- Goggles must have side protectors to prevent eye splashes.

### C. Gowns/lab coats/aprons

- Are indicated when direct contact with potentially infectious material is likely.
- Should be removed when leaving patient room/work area.

### D. Masks

- Are indicated when droplets or airborne transmission is likely.
- The N-95 disposable respirator mask is preferable.

### E. Handwashing

- Wash for 10 seconds with friction and lather if hands are visibly soiled.
- Wash after removing gloves and when leaving work area.
- Alcohol gel is an acceptable alternative to soap and water if hands are not visibly soiled.

## 7. Exposure and Post-Exposure Prophylaxis

Through a waiver of the in-network requirements specified in the United Healthcare Student Health Services contract with UCF Student Health Services, BBP exposures and post-exposure prophylaxis can be obtained from immediately accessible medical facilities (both in-network and out-of-network) by medical students who are undergoing training in the clinical education environment in modules, clerkships, electives and selectives. Follow-up care for exposure must be obtained through arrangements with UCF Student Health Services and their arrangement with in-network providers.

Note: Students will be responsible for deductibles specified in the United Healthcare Student Health policy, or as specified in their health insurance policy (if other than United Healthcare Student Health).



#### *Immediate procedure:*

- Remove bloodborne pathogen.
- Sharps exposure – wash with soap and water. Students SHOULD NOT squeeze the affected area.
- Mucous membrane exposure – flush with copious amounts of water.
- Report exposure to immediate supervisor.
- Report within 1-2 hours of exposure to the appropriate individual or office, based on clinical setting as below:
- The evaluating physician shall determine the risk of transmission, prophylaxis recommendations and indicated follow-up.
- Prophylaxis for Hepatitis B may be indicated, dependent on the status of the patient, the exposure and immunity of the student. When an exposed student is known to be immune to Hepatitis B, no prophylaxis or testing of the patient is needed. If a student is unsure of his or her status, laboratory testing can be performed to assess both the patient and **student's** status. If the student is not immune and the patient is positive for Hepatitis B, then the student should receive immune globulin and Hepatitis B vaccine series. Follow-up testing **should be performed at six months to verify the student's Hepatitis B status.**
- When HIV post-exposure prophylaxis is indicated, the most current antiretroviral medication(s) as outlined by the CDC will be employed. Students who opt to use antiretroviral therapy will be followed at UCF Student Health Services for the appropriate duration of therapy. Follow-up HIV studies will be recommended at 6 weeks, 12 weeks, 6 months and 12 months.
- Source patients should also be tested for Hepatitis C. Exposed students should receive follow-up testing for this virus as outlined by the CDC.

#### *General Procedures*

*See below for information by clinical site.*

##### Hospital setting during regular business hours

- Contact clerkship, module, elective or selective director.
- Inform resident or attending physician.
- Report to Occupational Health in the hospital. Designations and follow up of exposures may be handled by different departments in affiliated facilities. In some cases, emergency room physicians may handle exposures. The director of nursing services or nursing supervisor on duty may be the first line of contact.

##### Hospital setting during non-regular hours and holidays

- Report exposure to resident and attending physician-follow their advice on obtaining treatment.

- Seek assistance from clinic or facility emergency room physicians if resident and attending physician are not immediately available.
- The director of nursing services on duty may be the first line of contact during non-regular hours.

Other setting during regular and non-regular business hours and holidays

- If HIV status of source is unknown, whenever possible rapid HIV testing will be performed on source.
- If exposure occurs during UCF Student Health Services hours of operation and source HIV status is unknown, student will call UCF Student Health Services at 407-823-3850 to speak with the medical director or his or her designee.
- If exposure occurs after Health Service hours of operation, or source is known HIV positive, student will proceed to nearest hospital emergency department for evaluation and treatment as deemed necessary.
- **The student's clinical instructor and the student** will report the exposure to the College of Medicine Office of Student Affairs.
- The incident, including the names of all contact points, will be documented by the Office of Student Affairs.

*Specific Contact Information by Clinical Site*

**Bay Pines VA Healthcare System**

Time of exposure: 8a–5p (M-F)

Report exposure to: Immediate Supervisor and Employee Health (Building 22, Room 116, extension 4225)

If during non-regular hours, weekends, or holidays, report to immediate supervisor.

**Central Florida Behavioral Hospital**

Time of exposure: 8a–5p (M-F)

Report exposure to: Immediate Supervisor and Infection Control Practitioner

If during non-regular hours, weekends, or holidays, report to immediate supervisor.

**Flager Hospital**

Time of exposure: anytime

Report exposure to: Nursing Supervisor and to the Emergency Department for treatment

**Florida Hospital**

Time of exposure: 7a–3:30p (M, T, W, F), 8a–3:30p (Thurs)

Report exposure to: Attending/Resident or other immediate supervisor

Report to: Employee Clinic – 407-303-7135,

**2501 N Orange Avenue, Suite 235**

Needlestick Hotline: 407-200-4702

If during non-regular hours, weekends, or holidays, report to nearest FH emergency department.

#### Heart of Florida

Time of exposure: anytime

Report exposure to: Immediate Supervisor and to Occupational Health for treatment

#### Health First

Time of exposure: 8a-5p (M-F)

Report exposure to: Immediate supervisor

Call the Exposure Help Line within two hours at 321-434-7500 for treatment recommendation and follow-up. On the next working day, contact Employee Health to begin follow-up.

If during non-regular hours, weekends, or holidays, contact the hospital operator to contact the Infection Control Professional on-call.

#### Lakeside Behavioral Healthcare, Inc.

Time of exposure: 8a–5p (M-F)

Report exposure to: Human Resources Specialist and Immediate Supervisor

Report to: FH emergency department 407-303-6611, 601 E. Rollins Street, Orlando

#### Nemours

Time of exposure: 7a-4p (M-F)

Report exposure to: Immediate supervisor and Employee Health Services at 407-650-7573

Call the Exposure Help Line within two hours at 321-434-7500 for treatment recommendation and follow-up. On the next working day, contact Employee Health to begin follow-up.

If during non-regular hours, weekends, or holidays, contact the patient flow coordinator at 407-567-2364.

#### Orlando Health

Time of exposure: 7a–5p (M-F)

Report exposure to: Patient Care Coordinator (PCC)

Report to: Occupational Health 321-841-5212, **77 West Underwood Street, 2<sup>nd</sup> Floor**

If during non-regular hours, weekends, or holidays, report to PCC and report to the emergency department 321-841-5133.

#### Orlando Veteran Affairs Medical Center

Time of exposure: 7:30a–4p (M-F)

Report exposure to: Attending/Resident or other Immediate Supervisor

Report to: Occupational Health Provider, Dr. Yong Chen 407-629-1599 ext. 6279

If during non-regular hours, weekends, or holidays, report to immediate supervisor and go to Winter Park Memorial Hospital Emergency Department 407-646-7302, 200 N. Lakemont Avenue, Winter Park

#### Osceola Health Department

Time of exposure: 8a–5p (M-F)

Report exposure to: Supervising Attending or his/her Designee. For questions, contact Nathaly Acosta – EPI/TB Program Manager 407-516-9001 ((cell) or extension 2155).

If during non-regular hours, weekends, or holidays, report to immediate supervisor.

#### Osceola Regional Medical Center

Time of exposure: 8a–5p (M-F)

Report exposure to: Occupational Health Provider, Brenda Allen 407-518-6302

If during non-regular hours, weekends, or holidays, report to immediate supervisor and go to Osceola Regional Medical Center Emergency Department

407-846-2266, 700 West Oak Street, Kissimmee

#### Pasadena Villas

Time of exposure: anytime

Report exposure to: Human Resources Specialist and Immediate Supervisor

Report to: FH Emergency Department 407-303-6611, 601 E. Rollins Street, Orlando

If during non-regular hours, weekends, or holidays, report to immediate supervisor and go to FH Emergency Department

407-303-6611, 601 E. Rollins Street, Orlando

#### *College of Medicine and UCF Student Health Services*

All exposures will be reported to the Office of Student Affairs of the College of Medicine.

The associate dean for students will provide assistance should you encounter difficulties and in informing and coordination of follow-up care with UCF Student Health Services.

Contact:

Dr. Marcy Verduin, Associate Dean for Students

407-266-1353, [marcy.verduin@ucf.edu](mailto:marcy.verduin@ucf.edu)

Dr. Mänette Monroe, Assistant Dean for Students

407-266-1353, [manette.monroe@ucf.edu](mailto:manette.monroe@ucf.edu)

UCF Student Health Services

407-823-3850

Assistance in obtaining evaluation, prophylaxis and follow-up care can be obtained through the Office of Student Affairs for the College of Medicine and UCF Student Health Services. UCF Student Health Services is compliant with all HIPAA and AAAHC confidentiality standards.

### 8. Decontamination, Disposal and Transportation of Biohazardous Material

#### A. Blood spills

- Put on gloves.
- Remove any sharp objects with forceps.

- Saturate the spill with one part of chlorine bleach to ten parts water (make fresh weekly).
  - Let stand 15-20 minutes.
  - Wipe up the spill with a paper towel.
  - Discard gloves and paper towels into a red biohazard bag.
- B. Biohazard bags
- Red, biohazard bags are indicated for non-sharps waste that is contaminated and distinguishable from general waste.
  - Red bags are to be 2-ply thickness and labeled with a biohazard symbol.
- C. Transportation of potentially infectious specimens
- Place the specimen in a sealed container (e.g., specimen cup, test tube).
  - Place the sealed container in a secondary sealed container (e.g., freezer storage bag, plastic cooler) and line with absorbent material.
  - Label the outside container with the biohazard symbol.

Review:

- A. Always practice Universal Precautions – assume all blood, bloody body fluids and tissue are positive for BBPs such as HIV, Hepatitis B and Hepatitis C.
- F. Obtain Hepatitis B vaccine and quantitative titer.
- G. If exposure occurs, wash or flush area, report incident to immediate supervisor and access healthcare within 1-2 hours of exposure.
- H. Remember the risk rule of three (the likelihood of getting infected with Hepatitis B, Hepatitis C or HIV after an exposure):
  - Hepatitis B: 30%
  - Hepatitis C: 3%
  - HIV: 0.3%
- B. Use of Personal Protective Equipment
  - Wear gloves to decrease inoculums from sharps injury.
  - Wear gowns, face shields and gloves to decrease extent of mucous membrane or skin exposure.
- C. Elimination of risky practices
  - Do not recap needles.
  - Do not overfill sharps containers.
  - Do not attempt invasive skills without training and/or supervision.
  - Contain sharps and other contaminated waste in identifiable biohazard containers.

## 9. HIV/AIDS, HBV and Other Infectious Diseases Policy

When an HIV or HBV infected individual comes to the attention of the university, whether student, faculty, or staff member, confidentiality of the individual as well as the **individual's**

welfare and that of the university community must be respected. Infectious diseases will be handled appropriately and reported according to State requirements.

At matriculation orientation all students receive verbal and written protocols and procedure for care and treatment should exposure occur. Should an exposure occur students should immediately report exposure to any potentially infectious material (blood, open wounds, etc.) to their clinical instructor or appropriate agency.

If exposure results in contraction of disease or disability, the student will be allowed to continue in the program to the extent that he or she does not pose a risk to self or others.

The UCF College of Medicine adheres to the most updated guidelines provided by the Centers for Disease Control and Prevention on the management of healthcare professionals with infectious diseases. For more information, visit [Bloodborne Infectious Diseases: HIV/AIDS, Hepatitis B, Hepatitis C](#).

#### F. STUDENT INCIDENT POLICY

Any accidents or other incidents involving students (e.g., bloodborne pathogen exposures or needlesticks) will be reported to the Office of Student Affairs of the College of Medicine and to UCF Student Health Services (if applicable). The associate or assistant dean for students will provide assistance should students encounter difficulties and, when applicable, will inform and coordinate follow-up care with UCF Student Health Services. **The student's clinical instructor and the student** will report the incident to the College of Medicine Office of Student Affairs. The incident, including the names of all contact points, will be documented by the Office of Student Affairs. Depending on the nature of the incident, emergency services (911) may be called to assess the student.

#### G. PERSONAL COUNSELING SERVICES

Counseling Center  
Counseling Center, Building 27, 407-823-2811  
<http://counseling.sdes.ucf.edu/>

UCF Counseling Center is the only campus agency designated to provide comprehensive psychological services to enrolled students. The center has as its mission to serve as an essential resource for UCF students who seek assistance with developmental and mental-health related concerns. UCF Counseling Center is composed of a professional staff of licensed (or licensed eligible) psychologists and mental health counselors who provide both a confidential atmosphere and a safe environment in which students may explore and resolve issues of concern. The center maintains and assures confidentiality as provided by law. The center also provides advanced training and supervision for students in counseling. Services provided include short-term culturally sensitive counseling, training, consultation, and other collaborative and

programmatic services. UCF Counseling Center is accredited by the International Association of Counseling Services. Counseling services are available for all duly enrolled UCF students at no additional charge.

In addition to one-to-one personal counseling, couples and group counseling are also offered. Couples counseling is available if both members of the couple are UCF students. Outreach programming is offered in the form of discussions, seminars and workshops focusing on healthy living and positive coping strategies. Such programming is tailored to the specific needs of targeted student groups.

The center is open Monday through Friday and operates on an appointment basis. Additional information can be found on the website. When counseling services are closed and there is an emergency, students are encouraged to call 911 or the UCF Police Department at 407-823-5555. After hours, students may contact Lifeline of Central Florida at 407-425-2624 or the Counseling Center Crisis Line at 407-823-2811 for assistance in a crisis.

Counseling services on the UCF Health Sciences Campus at Lake Nona include an onsite licensed psychologist, Dr. Katherine Daly, with availability on Mondays, Tuesdays, Wednesdays and Fridays from 9:00 a.m. to 5:00 p.m., and on Thursdays from 9:00 a.m. to 7:00 p.m.

Services are available downtown (70 W Gore Street) on an as-needed basis. In addition to personal counseling, Dr. Daly provides workshops, outreach, and consultation offerings for UCF medical students to enhance their adjustment and well-being. The psychologist at UCF Health Sciences Campus reports directly to the UCF counseling center director.

In addition, students are able to make an appointment with Andrew Kleiman, M.D. or John Blankemeier, M.D. Both practitioners are located in Winter Park. Dr. Kleiman can be reached at 407-339-3338 and Dr. Blankemeier can be reached at 407-629-6440. While the UCF College of Medicine has made arrangements to provide access to these services for students, there is no requirement to use these providers, and students are welcome to see the provider of their choice at their own expense.

Health professionals at UCF Counseling Services are not part of the evaluation system for student progress in medical school. Furthermore, staff in the respective programs maintain the strictest rules of confidentiality. Students are given the names of other agencies and other health professionals not affiliated with the College of Medicine or UCF should they wish to seek other assistance.

Counseling services are available for currently enrolled College of Medicine M.D. students who are rotating at Bay Pines or Flagler Hospital.

Students may utilize University of South Florida (USF) Counseling Center facilities for mental health appointments and are encouraged to review USF's website -

<http://usfweb2.usf.edu/counsel/> for more information. When a UCF medical student wants to access mental health services, they will speak with one of USF's Counseling Center clinicians for more information and to potentially schedule an in person initial assessment. For more information, please contact USF's Counseling Center at 813-974-2831.

For those students who are rotating at Flagler Hospital, personal counseling services are available from Psychological Services of St. Augustine, an interdisciplinary group of 12 mental health professionals that offers a broad range of psychological services. They can be reached at 904-824-7733. Students will be responsible for any deductibles or copays as specified in their health insurance policy.

Areas of Assistance provided by the UCF Counseling Center:

- Family Concerns
- Procrastination/Work Blocks/Loss of Motivation
- Depression
- Academic Difficulties
- Relationship Problems with Friends or Romantic Partners
- Sexual Concerns
- Adjustment to College or Homesickness
- Irritability or Anger
- Test or Public Speaking Anxiety
- Loss of a Significant Other
- Sexual Orientation/Identity
- Academic Major/Career Choice
- Alcohol/Substance Abuse
- Low Self Confidence/Self Esteem/Shyness
- Anxiety or Stress
- Eating/Appetite Concerns
- Sleep Problems
- Suicidal Feelings/Behavior
- Individual or family crisis situations such as rape, assault, robbery, suicide or other life-threatening trauma.
- Alcohol/drug use/abuse/dependency of personal or family nature.

## H. CHEMICAL DEPENDENCY

Alcohol and Other Drug Services  
UCF Student Health Services Center  
Orlando, FL 32816  
407-823-2924

UCF Student Health Services provide individual and group therapy for students concerned about substance use. Students should call 407-823-2924 for information regarding these services. Their services focus on helping students with issues associated with alcohol or other drug use.



In addition, students may be required to submit random urine drug screens at the request of the associate dean for students or the Student Evaluation and Promotion Committee. Students believed to be suffering from an emotional or addictive disorder may be referred to the Professionals Resource Network (PRN) ([www.flprn.org](http://www.flprn.org)).

## IX. MISCELLANEOUS INFORMATION

### A. ALCOHOL CONSUMPTION AT STUDENT EVENTS

UCF complies fully with local, state, and federal regulations regarding the sale, possession, and consumption of alcohol. Student organizations wishing to host an event where alcoholic beverages are present must obtain prior approval *no less than* 15 calendar days prior to the event by the Office of Student Affairs as well as completing a [SAFE \(Safety Action for Event\)](#) form.

### B. ALPHA OMEGA ALPHA

The College of Medicine has an official Alpha Omega Alpha chapter – Zeta Chapter. Students are chosen after a competitive application process and must meet the rigorous standards to be offered admission into this national honor society for medical students. For more information, log on to [www.alphaomegaalpha.org](http://www.alphaomegaalpha.org).

### C. ATHLETICS

UCF offers a wide array of sporting events. Information regarding athletics can be found at [www.ucf.edu/athletics](http://www.ucf.edu/athletics).

### D. BANKING INSTITUTIONS

There are many banking institutions from which to choose, the following are simply a short list of those that are close to the UCF Health Sciences Campus at Lake Nona.

SunTrust  
10536 Moss Park Road  
Orlando, FL 32832  
321-558-1627

Bank of America  
10419 Narcoossee Road  
Orlando, FL 32832  
407-482-4497

Wells Fargo  
10715 Narcoossee Road  
Orlando, FL 32832  
407-737-1097

## E. BICYCLES

Bicycle racks have been provided for students in several locations around the UCF Lake Nona Health Sciences Campus. Bikes must be parked in these racks and may not be chained to trees or other structures. Bicycles are not to be brought into any campus building.

## F. BOARD OF TRUSTEES

**The members of the University of Central Florida's Board of Trustees will set policy and serve as the institution's legal owner and final authority responsible for efficient and effective use of resources.** More information on the Board of Trustees, including minutes from previous meetings and contact information, can be found at <http://bot.ucf.edu>.

## G. BOOKSTORE

More information regarding the bookstore can be found at [ucf.bncollege.com](http://ucf.bncollege.com).

## H. CAMPUS FAITH AND MINISTRIES

Information regarding UCF Ministries can be found at: [cfm.sdes.ucf.edu/](http://cfm.sdes.ucf.edu/).

## I. CHILD CARE

Class members with children will find many nearby day-care centers. There is a childhood development center at the UCF Orlando campus called the [Creative School for Children](http://csc.sdes.ucf.edu/). For more information call 407-823-2726 or visit [csc.sdes.ucf.edu/](http://csc.sdes.ucf.edu/).

## J. DISABILITY AND HEALTH INSURANCE

Health and disability insurance is a requirement for students enrolled in the M.D. Program. UCF has a low-cost, comprehensive health policy available to students. Specific information can be found at: <http://med.ucf.edu/administrative-offices/student-affairs/student-services/enrollment-requirements/>. The American Medical Association (AMA) will provide a disability option for the UCF M.D. students. More information regarding this policy is provided to students during the summer prior to enrollment and during orientation. The AMA also provides a life insurance at reasonable cost. While life insurance coverage is not mandatory, it is highly recommend that students give serious consideration to obtaining coverage. More information is provided to students prior to orientation.

## K. DISSECTING LABORATORY RULES

During orientation to relevant educational experiences, faculty will disseminate dissecting laboratory rules to students participating in relevant modules and clerkships with laboratories.

## L. DIVERSITY AND INCLUSION STATEMENT

The University of Central Florida College of Medicine aspires to create, support and sustain a diverse and inclusive environment where students, faculty members and staff members embrace and celebrate the differences that they share with each other and the communities they serve. The College believes that the creative energy and insights that emerge from engaging diversity are critical components of the social fabric and intellectual rigor of the College.

The College values diversity in multiple dimensions. These dimensions include, but are not limited to gender, ethnic, racial, cultural, age, economic, religious, sexual orientation, gender identity, physical, geographic, political, experiential and intellectual differences. The College is committed to a fully inclusive environment that promotes openness, civil and safe relationships, respect, fairness and equal access. The College admits students and appoints faculty members, staff members and administrators who represent and value diversity and inclusion.

To support these values and objectives, the college establishes policies and conducts programs that invite and welcome individuals from diverse backgrounds who have excellent potential to contribute to the education, research and patient care mission of the college. These policies and programs are designed to **promote cross-cultural understanding, encourage open communication and collaboration**, enhance cultural competency and diversity in the health care workforce, and engage the community to address health care disparities.

For complete information regarding diversity, please visit: [diversity.ucf.edu](http://diversity.ucf.edu). Students desiring more information may contact the assistant dean for Diversity and Inclusion.

#### M. DUPLICATE DIPLOMAS

To request a duplicate diploma after graduation, students must complete the [duplicate diploma request form](#) and send the form along with a check or money order in the amount of \$45 to the Office of Student Affairs.

#### N. EMERGENCY PREPAREDNESS AND COMMUNICATIONS

Information regarding campus emergencies, fire safety, crimes and missing students are located on UCF's police department's website, [www.police.ucf.edu](http://www.police.ucf.edu).

- Emergency Response and Evacuation <http://police.ucf.edu/emergency.html>
- Resident Missing Person Policy <http://police.ucf.edu/missingpolicy.html>
- Updated Hate Crime Categories <http://police.ucf.edu/resources/Hate%20Crimes.pdf>
- Related Fire Safety Information for on Campus Housing <http://police.ucf.edu/resfiresafety.html>
- Hurricane and other Severe Weather Information <http://emergency.ucf.edu/hurricanes.html>

In addition, the UCF Office of Emergency Management provides information on campus safety, weather preparedness and other information on responding to, recovering from and mitigating against any natural or manmade disaster and/or crisis. More information can be obtained by calling 407-823-6300 or logging on to <http://emergency.ucf.edu/plans.html>.

#### University Closings

In the event of some extraordinary circumstance (such as a natural disaster or prolonged power outage), the president shall determine whether it is necessary to cancel classes and approve administrative leave for employees in affected areas. Department chairs, in consultation with their faculty and with the college dean, shall determine the effect on final examinations and other academic matters. In case of emergency, the university will communicate with students via the

e-mail alert system as well as through local TV and radio outlets, including WUCF TV and WUCF. The university website will also reflect any emergency situations and the actions that need to be taken.

Each student must have an up-to-date emergency e-mail address and cell phone number by which to be reached in case of a crisis on campus.

#### O. FINGERPRINTING AND CRIMINAL BACKGROUND CHECKS

Before beginning clinical rotations or clerkships, some facilities require fingerprinting of medical students prior to beginning relevant clinical work. All costs incurred for doing research for the report by a licensed provider are the responsibility of the student.

Upon enrollment to the University of Central Florida College of Medicine, all students are required to complete a urine drug screen (UDS). Results of the UDS will be released to the Office of Student Affairs for review and will be kept on file in the Office of Student Affairs. Any results or information from the UDS that lead to questions of ability to safely participate in the required educational program will be handled on a case-by-case basis.

#### P. CHAPMAN CHAPTER OF THE GOLD HUMANISM HONOR SOCIETY

The Chapman Chapter of the Gold Humanism Honor Society at the University (CC-GHHS) of Central Florida College of Medicine was established in July 2015 to recognize and unite dedicated, service-oriented medical students with exceptional clinical and interpersonal skills, who have demonstrated the practice of patient-centered care by modeling the qualities of integrity, excellence, compassion, altruism, respect and empathy. Students are chosen through a peer nomination and committee selection process. For more information, log on to <http://humanism-in-medicine.org/ghhs/>.

#### Q. HARRIET F. GINSBURG HEALTH SCIENCES LIBRARY

Director – Nadine Dexter  
407-266-1400  
<http://med.ucf.edu/library/>

The College of **Medicine's** Health Sciences Library is approximately 12,300 square feet and is located on the second floor of the UCF Health Sciences Campus at Lake Nona. The state-of-the-art library provides an environment in support of health care, education and research. The library includes small and medium group study areas, reading space, 6 public computers, a 40-seat computer training room, an information commons, as well as reference and special exhibits areas. The library offers comfortable seating, study carrels, computers, and access to experienced reference staff. The library is open to all UCF faculty, students, and staff.

Hours – The library is open twenty-four hours a day, seven days a week.

*(Weekdays after 5:00 p.m., Saturdays, and Sundays the library is open to students, faculty, and staff only)*

## R. HAZING

UCF takes pride in being a safe and inclusive campus for students, staff and faculty. Hazing, which is an abuse of power and relationships designed to demean others, has no place at this university. The university has a zero tolerance policy regarding hazing. If a student or someone they know has been the victim of hazing, report it immediately at <http://osc.sdes.ucf.edu/incidentreport> or via the 24/7 anti-hazing hotline, 407-823-4518. For more information, see <http://antihazing.sdes.ucf.edu>.

## S. HONOR CODE

Medical students are required to meet the behavioral standards for the College of Medicine and the university. The university policies and procedures concerning behavior are contained in the UCF student handbook, [Golden Rule](#). Standards for behavior and conduct for the College of Medicine M.D. Program are embodied in the Student Honor Code (see Appendix). Reports of improper behavior and conduct will be addressed by the Honor Council (aka M.D. Program Student Professional Conduct Council [SPCC]), which performs peer evaluation for issues of student professionalism and other conduct issues that are inconsistent with the values of the College of Medicine M.D. Program. The SPCC strives to educate the students in their professional responsibilities, to investigate any reported violations of the Honor Code, to recommend appropriate penalties, and to interface with the Student Evaluation and Promotion Committee (SEPC) when breaches of professional conduct are suspected.

## T. HONOR POLICY IN RELATION TO NON-AFFILIATION WITH THE PAC PROGRAM AND THE OFFICE OF STUDENT ACADEMIC SUPPORT SERVICES

Whole class review sessions that are held by Peer Academic Coaches have been reviewed and approved by the Office of Student Academic Support Services as a viable resource for class material review. Any student who is not an official Peer Academic Coach, but wishes to host whole class review sessions, must disclose that he/she and the materials presented are not affiliated with the PAC program, nor are they recognized by the Office of Student Academics Support Services. This disclosure must be made in writing and included in the materials that are associated with the whole class review session prior to the date of the event.

This information must be clearly included on all advertisements regarding non-PAC affiliated whole class review sessions, including but not limited to: flyers, social media advertisements and handouts.

Failure to adhere to this policy is considered a violation of the honor policy and will be addressed as a violation of professionalism.

## U. INTERNATIONAL MEDICAL EXPERIENCES

Students may participate in international medical experiences with prior approval. There are numerous opportunities for medical, cultural and service learning abroad. To learn about specific requirements for participation in an international medical experience, log on to <http://globalhealth.med.ucf.edu>.

## V. KEYS/SECURITY

All students are issued UCF College of Medicine ID badges that allow access to student areas in the College of Medicine. All of the student spaces, teaching facilities, and much of the administrative space are secured by card-access entry. If you have problems with entry to the student areas, contact the Office of Student Affairs, 407-266-1353.

There is a \$12.00 replacement fee for a College of Medicine ID badge, \$12.00 replacement fee for a lost locker key, and \$5.00 replacement fee for a lost mailbox key.

## W. LACTATION ROOM

A lactation room is provided for nursing mothers on the fourth floor of the College of Medicine Medical Education building. For access, students should contact the Office of Student Affairs.

## X. LICENSURE EXAMS

The Federation of State Medical Boards of the United States (FSMB) and the National Board of Medical Examiners (NBME) have established a single, uniform examination for medical licensure in the United States which is known as the United States Medical Licensing Examination (USMLE). The USMLE Step 1 covers the basic medical sciences and is taken at the end of the second year in medical school. USMLE Step 2 CK covers the clinical sciences and Step 2 CS is a practical clinical examination; both are taken in the beginning of the fourth year. Students are required to take the Step 2 CS examination by no later than August 31 in the fourth year or within 3 months of completion of the third year core clerkships. The Step 2 CK examination must be completed by no later than December 31 in the fourth year, but it is recommended that students complete it earlier if possible. USMLE Step 3 is taken after the first year of residency.

Please see the section on [graduation and promotion requirements](#) for more information.

## Y. LOCKERS

Lockers are provided free of charge for M1 and M2 students and are located throughout the medical education building. During orientation, the Office of Student Affairs will assign all students a locker number and key. There is a fee for any lost keys.

## Z. MD STUDENT COUNCIL

The purpose of the College of Medicine M.D. Program Student Council is to provide effective student leadership for the classes and organizations of the College of Medicine M.D. Program, serve as a liaison between students and administration, promote effective and well-rounded medical education, and represent the College of Medicine M.D. Program. There are no fees or dues associated with membership. Membership is granted by elected office.

## AA. MARRIED STUDENTS

The surrounding area has opportunities for spouse employment. There is a College of Medicine M.D. student spouses club to help support one another during their **spouse's** medical school

career (contact the Office of Student Affairs for more information). Class members with children will find many nearby day-care centers. There is a childhood development center at the UCF Orlando campus called the [Creative School for Children](#). For more information call 407-823-2726.

#### BB. NON-RESEARCH ANIMALS ON CAMPUS

(Policy Number 3-400.2) To ensure a safe and healthy environment for the university community it is the policy of the university to maintain animal control. As such, an animal must be under physical restraint and attended at all times to be allowed on campus. An individual who brings an animal onto university property or property controlled by the university is responsible for damage or injury caused by that animal and appropriate disposal of animal waste. If an animal disrupts the campus educational process, administrative process, or other campus functions, the owner or responsible party must remove the animal from campus immediately. With the exception of service animals and those animals excluded by this policy, animals are not allowed in university buildings. The abandonment of animals on any UCF campus is strictly prohibited.

#### CC. PARKING

All students must have a UCF parking permit to park at the UCF Health Sciences Campus at Lake Nona. Information on registering your vehicle and receiving a permit is provided during orientation and can be found at <http://parking.ucf.edu>. Parking permits are valid for one year.

#### DD. PERSONAL SAFETY

The safety of students is a primary concern of the College of Medicine. All of the student space, teaching facilities, and much of the administrative space is secured by card-access entry. The exterior of the campus is well lit with an emergency blue light telephone system providing a hands-free speakerphone link to the local first responder. The campus is patrolled 24-hours a day by the UCF Police Department. The educational process involves long hours, many spent alone studying or working in the laboratory, and students must take extra precautions on and off campus. UCF police suggest the following preventive measures: avoid isolated sites, have access to other people or a phone, call the police department when working or studying on campus after hours so the area can be patrolled, secure doors behind you, and don't walk to the parking lot alone at night. For an escort to your car call the UCF PD at 407-823-5555 (and inform them that you are on the Health Sciences Campus at Lake Nona).

Sexual assault is a criminal violation subject to prosecution by the State Attorney's Office. All sexual assault allegations reported to the UCF police are referred to the State Attorney's Office, which then makes the decision whether to prosecute.

#### EE. PHOTOCOPY MACHINES

Students have access to copy machines located in the College of Medicine. Costs are included in the fees assessed twice annually.

#### FF. PLACES TO STUDY

Study space is available for students throughout the College of Medicine Medical Education building, including the classrooms, library, student lounge and small group meeting rooms. The study areas in the library are available twenty-fours a day, seven days a week.

#### GG. POST OFFICE

A full-service Post Office is located at 10401 Post Office Boulevard, Orlando, FL 32862. M1 and M2 students also have mailboxes at the Health Sciences Campus at Lake Nona that will be used for university-related mail.

#### HH. POSTING POLICY

All printed materials (i.e. flyers, banners, posters) must be approved by the Office of Student Affairs. Approved materials may be posted in sign holders or other designated areas located around the College of Medicine. Organizations are responsible for removing all materials after the event.

#### II. PRAYER SPACE

The memorial garden on the east side of the medical education building on the Health Sciences Campus was intended for use by students for private prayer or meditation. In cases of inclement weather, the Student Academic Support Services office is also available.

#### JJ. RESEARCH OPPORTUNITIES THROUGHOUT MEDICAL SCHOOL

Research opportunities are shared with students by faculty and administrators, on an ongoing basis.

#### KK. STUDENT LOUNGE

The Student Lounge is located on the second floor of the Medical Education building at the Health Sciences Campus at Lake Nona. Students are responsible for maintaining the cleanliness of the Student Lounge.

#### LL. STUDENT MAILBOXES

Mailboxes for M1 and M2 students are located in the corridor adjacent to Student Affairs. Please check these boxes on a daily basis. The Office of Student Affairs as well as other departments in the College will use the mailboxes as the only means of disseminating hardcopy messages or information to you. For M3 and M4 students, hard copy messages and information **will be sent to the students' address on record**. US mail should be sent to the **students' home address**.



## MM. STUDENT ORGANIZATIONS AND POLITICAL ACTIVITIES

### UCF Policy Number 2-600

This policy applies to all UCF employees and in limited circumstances, students.

This description summarizes the portions of this policy that apply directly to students. For the complete policy, please see <http://policies.ucf.edu/index.asp>.

Student organizations or activity groups associated with various academic programs cannot participate in campaign activities, even if this participation is in-kind or reimbursed for actual expenses. In other words, you cannot use a UCF organization to further political activities, even if volunteering. For example, it is not appropriate for a UCF music group to display the UCF logo while performing at a campaign rally.

UCF will not sponsor a rally or fundraiser. Registered or recognized student organizations may invite candidates or sponsor activities, such as campus tours, briefings or other related activities, provided they follow the prescribed procedures for use of university space. This includes the Student Union building, activity rooms, free assembly areas or public university property. Prior to such events it is strongly encouraged that UCF MD student organizations contact the UCF College of Medicine Office of Student Affairs for guidance. The assistance of the Division of University Relations may also be sought. The university will under no circumstances be responsible for generating press coverage or solicitation for attendance at such events.

## NN. STUDENT PROGRAMS AND ORGANIZATIONS

The University of Central Florida College of Medicine understands the importance of student organizations as an integral part of the medical education experience. Any group of students having a mission which does not violate federal, state and local laws, and UCF or UCF College of Medicine policies, may apply for approval as a recognized student organization.

### a. Requirements for Registration

The organization must be open to all active UCF College of Medicine M.D. students who meet membership requirements. Active students must hold all executive positions within the organization.

The purposes, policies, and objectives of the organization must not:

- Propose or participate in activities which would violate regulations of the University of Central Florida College of Medicine, or federal, state, local laws and regulations, or advocate incitement to such actions.
- Materially and substantially disrupt the work and discipline of the University of Central Florida College of Medicine.
- Be in conflict or competition with the educational goals and functions of the University of Central Florida College of Medicine.

The organization must have a minimum of four (4) student charter members. Registration may be denied if the purposes of the organization are a duplication of defined purposes of an existing organization or overlap with an existing organization.

Each organization must include, at a minimum, a President and a Treasurer. All officers of a recognized student organization must be in academic good standing.

Each recognized student organization or group must have an identified advisor from the College of Medicine. Advisors must be a UCF College of Medicine faculty or A&P (administrative and professional) staff member.

b. Registration of a New Student Organization

1. The proposed group must submit a petition with the name of the organization and the statement of purpose to the M.D. Student Council. This petition must include the names of at least four current, active students as charter members, as well as a contact name and e-mail for the organization and the name of the advisor.
2. The student group must also submit a copy of its Constitution and/or by-laws. The student group will be requested to supply a letter of affiliation with any national organization, should such a national organization exist.
3. New organizations will be reviewed for approval twice a year by the M.D. Student Council. If approved, the petition will be forwarded to the associate dean for students for final review, processing, and approval.
4. If rejected, the petition will be returned to the presenter along with a written copy of the decision, including the basis for the decision.
5. If the presenter wishes to appeal the decision, they may do so to the associate dean for students.
6. New student organizations must hold elections for all positions, including President.

c. General Recognized Student Organization Guidelines

- a. Continue to meet all requirements for registration and submit to the director of Student Affairs updated member and officer rosters at the beginning of each academic year.
- b. Adhere to the approved constitution and/or by-laws.
- c. Submit any amendments to the constitution or by-laws.
- d. **Elect officers as specified in the organization's constitution.** All students running for officer positions **must be in good academic standing and have all A's and B's** in coursework for the term during which they are running for office. Exceptions to this rule can be made only by the associate dean for students and will only be

made in cases of extenuating circumstances. Students currently on probation (academic or non-academic) are not eligible to run for office.

- e. Inform the Office of Student Affairs of all officers on an annual basis and of any changes in required information.
- f. Submit calendar dates and announcements of all planned meetings and activities to the Office of Student Affairs.
- g. Function in cooperative effort with other recognized and registered student organizations regarding the scheduling of meetings and funding projects.
- h. The organization president or other officer must attend a student organization orientation held during the beginning of the academic year.
- i. Adhere to the posting policy (as found in the [“Posting Policy”](#) section of this handbook).
- j. M1 students cannot run for officer positions until after the completion of the second academic module (Structure and Function).

The Office of **Student Affairs may withdraw an organization’s** recognition when the organization becomes inactive, or is found to be in violation of federal, state, or local laws, or the University of Central Florida College of Medicine policy.

Should the Office of Student Affairs determine that the organization does not meet the requirements for continued recognition, a written copy of the decision and the basis for the decision will be forwarded to the organization.

A recognized student organization that fails to meet the responsibilities under which it has received recognized status may be reviewed by the associate dean for students for the purpose of determining continuation of recognized status. The associate dean for students may revoke the recognition of a student organization or place the organization on probation.

## OO. THE UCF CREED

Integrity, scholarship, community, creativity and excellence are the core values that guide our conduct, performance, and decisions. These values comprise the guiding principles that direct the actions of the university, and its students.

### Integrity

I will practice and defend academic and personal honesty.

### Scholarship

I will cherish and honor learning as a fundamental purpose of my membership in the UCF community.

### Community

I will promote an open and supportive campus environment by respecting the rights and contributions of every individual.

#### Creativity

I will use my talents to enrich the human experience.

#### Excellence

I will strive toward the highest standards of performance in any endeavor I undertake.

### PP. UCF STUDENT ACTIVITIES AND ID CARD

Prior to or during orientation all students are issued a UCF Student ID card, which is separate and distinct from the College of Medicine ID badge. You must have your UCF ID card to take advantage of many university services and facilities. There is a \$10 annual fee for the UCF ID card.

Your College of Medicine ID badge provides access to the Medical Education building. It is also your official identification tag. It should be worn at all times when on the Health Sciences Campus at Lake Nona or in clinical settings. There is a \$15 replacement fee if your card is lost or damaged.

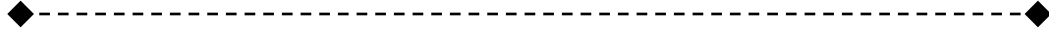
Prior to or during orientation, students should log on to the Office of Student Involvement website ([www.getinvolveducf.com](http://www.getinvolveducf.com)) to see the schedule of university events for the current enrollment period. University activities include low-priced weekend movies, art films, concerts, plays, lectures and sporting events.

The Student Government Association Ticket Center offers discounts to various local theme parks, attractions and movie theaters. Tickets are intended for use only by UCF students, staff and faculty. For more information, log on to [SGA Ticket Center](#).

## X. APPENDIX/SAMPLE FORMS

## A. Honor Code

# UCF COLLEGE OF MEDICINE M.D. PROGRAM HONOR CODE



### Preamble

The practice of medicine is a great privilege and carries with it a time-honored responsibility to our patients and our profession. The students of the University of Central Florida College of Medicine M.D. program uphold this code as our pledge to ourselves and our medical community that we understand the significance of our commitment. These standards should guide us not only during our medical training, but also during our lives as physicians, researchers, and community leaders. In these roles, we hope to pursue actively the respect of our patients, peers, and fellow men and women, rather than to accept passively any esteem that may be given our title.

The core values we, as students, strive to exemplify are:

### INTEGRITY

The Tenacity to Carry Out Our Profession with Sound Moral Character

### PROFESSIONALISM

The Daily Fortitude to Uphold the Standards of the Title We Represent

### JUDGMENT

The Courage to Make Decisions with Assurance and Competency

### RESPECT

To Act with Consideration for the Dignity and Rights of Others

### STUDENT PLEDGE

I am committed to upholding the student code core values. I understand the procedures outlined in this document, and hereby agree to abide by them.

---

Name (Please Print)

---

Signature

---

Date

## B. Honor Code Policies

### The Student Professional Conduct Council

As representatives of the University of Central Florida (UCF) College of Medicine (COM) M.D. program and the medical profession, students are entrusted to exemplify the core values of Integrity, Professionalism, Judgment, and Respect. The Student Professional Conduct Council (SPCC) strives to educate the students in their professional responsibilities, to investigate any reported violations of the Code, to recommend appropriate penalties, and to interface with the College of Medicine Student Evaluation and Promotion Committee (SEPC) when breaches of professional conduct are suspected.

All COM M.D. program students are expected to uphold and abide by the COM Honor Code as well as the UCF Rules of Conduct in the UCF *Golden Rule*. For information regarding the UCF *Golden Rule*, visit [www.goldenrule.sdes.ucf.edu](http://www.goldenrule.sdes.ucf.edu). The COM M.D. Program Honor Code will have authority over student progress in the M.D. program. Moreover, any adverse action related to **the Honor Code that affects a student's progress in medical school (e.g., leave of absence, expulsion)** shall be reported to the UCF Office of Student Rights & Responsibilities.

The students of the UCF COM M.D. program uphold this code as our pledge to ourselves and our medical community. These standards should guide us not only during our medical training, but also during our lives as physicians, researchers, and community leaders.

#### 1. The Student Professional Conduct Council (SPCC)

- 1.1. *Purpose* -- The Student Professional Conduct Council will oversee the implementation of this Honor Code with emphasis on maintaining the values intrinsic to our role as physicians and community leaders, namely those of integrity, professionalism, judgment, and respect. SPCC shall serve to investigate claims of infractions of the honor code as they are brought to our attention, allow for due process, and ultimately give our recommendations to the Dean of the UCF COM.

1.2. *Student Representation*

	M-1	M-2	M-3	M-4
Underclass Representative One	One Year Term	Two Year Term		One Year Term
Upperclass Representative Two	Two Year Term		Two Year Term	
Upperclass Representative Three (M-4 only)				One Year Term

*Student Representation* -- The Student Professional Conduct Council (SPCC) shall be composed of one Chair (in the M4 class) elected by the current SPCC representatives annually and two representatives elected from each medical class in accordance with the M.D. Program Student Council Constitution. For M1, one SPCC representative will be elected for a one year term while the other will be elected for a two-year term. It will be clearly stated at the time of election which position is which. Each year thereafter, one representative will be elected to a two-year term, and the other representative will continue the second year of his or her two-year term. Representatives elected at the

beginning of the M4 year can therefore only serve one term. Two students from the M4 class will be elected to these one year positions. One of the M4 representatives will be elected to serve as the Chair of the SPCC during the first meeting of the year. During this meeting, one of the M4 representatives will also be elected to the Vice Chair role to fulfill the role of Chair in his/her absence. In the event of a tie, the previous Chair will determine who will move into the role of Chair and/or Vice Chair. This will provide 9 total representatives (two from each class and one Chair).

- 1.2.1 *SPCC Representative Role and Responsibility* – The role of an SPCC representative is to uphold this honor code and to keep the confidentiality of all meetings. Any violation of confidentiality by any representative of SPCC proceedings will be considered a violation of the honor code.
- 1.2.2 Each representative of the SPCC, in addition to COM leadership and faculty, will be available to meet individually with any student who has concerns or questions related to the Honor Code.
- 1.2.3 *SPCC Rep Removal* -- In the event that a representative of the SPCC chooses to remove one of its representatives due to a violation of their role as representative, the following internal mechanism shall be used:
  - 1.2.3.1 A motion for the removal of an SPCC representative must be made in writing to the Chair of the SPCC stating the exact reason(s) for the requested removal. If the motion is for the removal of the SPCC Chair, then the written notice will be made to the SPCC Vice Chair.
  - 1.2.3.2 An SPCC representative who is facing removal will be notified in writing 5 business days before the vote for removal as to why he or she is being considered for this action.
  - 1.2.3.3 This representative will be given an opportunity to defend himself or herself in front of the remainder of the council prior to their vote.
  - 1.2.3.4 A two-thirds majority vote of the SPCC is required in order to remove an SPCC representative.
- 1.2.4 The representatives of the SPCC shall be considered representatives of the UCF COM
- 1.3. *SPCC Meetings* -- The SPCC will meet at the discretion of the chair. One meeting is required to review the code and a separate meeting is required to elect the chair for the following academic year. Ensuring to meet this often will be considered the responsibility of the SPCC Chair. This failure will be considered a serious violation of his or her duties, and the Chair will be subject to dismissal according to the provisions of SPCC representative removal outlined in 1.2.3.

Attendance at SPCC meetings is mandatory for all SPCC representatives and the Chair. Absences will be excused, only in advance of a meeting, at the discretion of the Chair. Two unexcused absences by an SPCC representative will result in his or her removal from the SPCC by the Chair.

- 1.4. *SPCC Chair Absence & Quorum* -- Should the elected SPCC Chair or Vice Chair be away from the city for a period of more than three weeks, the remaining M4 SPCC representative will serve as the Acting SPCC Chair. If all of the M4 SPCC representatives are away from the city at the same time, the elected SPCC Chair will appoint an M3 representative to serve as the Acting SPCC Chair.



- 1.5 A quorum of 50% + 1 representative is required for the SPCC to meet. If an insufficient number is reached, the SPCC meeting must be rescheduled for a time that a quorum may be attained.
- 1.6. Recognizing the value of non-student perspectives, the associate dean for students, or in his/her absence, the assistant dean for students or other designee, will serve as an advisor to the SPCC. This advisor will be considered a resource to which the SPCC has access. The advisor will provide SPCC representatives with guidance, will serve as a resource, and will provide oversight and consistency to the SPCC. However, this advisor does not have any voting privileges in the recommendations of the SPCC. Confidentiality of all parties involved will be of the utmost importance in all conversations and/or meetings at which the advisor is present. Finally, this advisor must be invited to attend all meetings and be present during honor code hearings.
- 1.7. All time periods listed in these procedures or anywhere within this Honor Code are at the discretion of the SPCC Chair. Extensions may be granted by the Chair, in discussion with the associate dean for students, if he/she deems that the extension is warranted by the circumstances. Any extension, however, must include a new date and time for procedures to resume.

## *2. Guidelines of Professional Conduct*

- 2.1. Generally speaking, all students in the UCF College of Medicine M.D. Program shall abide by and uphold the following tenants of honorable conduct:
  1. Integrity: the tenacity to carry out our profession with sound moral character.
  2. Professionalism: the daily fortitude to uphold the standards of the title we represent.
  3. Judgment: the courage to make decisions with assurance and competency.
  4. Respect: to act with consideration for the dignity and rights of others.
- 2.2. All matriculating M.D. students must sign the UCF COM M.D. Program Honor Code.
- 2.3. Any action that conflicts with the spirit of professional and personal behavior as described in the Preamble may constitute a violation of the Honor Code. This includes actions not specifically listed within this Honor Code that could still be considered breaches of honor by the SPCC, SEPC, and/or professional community.
- 2.4. This Honor Code cannot foresee every possible offense.
- 2.5. Violations of this Honor Code shall include (but not be limited to) the following conduct violations:
  - 2.5.1. Lying – Intentionally giving a factually false statement, such as false testimony **during hearings. This includes “lies of omission,” whereby a student voluntarily** does not reveal the whole and complete truth.
  - 2.5.2. Academic Misconduct – this shall be defined as any of the following:
    - 2.5.2.1. Unauthorized assistance: Using or attempting to use unauthorized materials, information, or study aids in any academic exercise unless specifically authorized by the instructor. The unauthorized possession of examination or course-related material constitutes cheating.

2.5.2.2. Communication to another through written, visual, electronic, or oral means: The presentation of material which has not been studied or learned, but **rather was obtained through someone else's efforts and used as part of an examination, course assignment or project.**

2.5.2.3. Commercial use of academic material: Selling notes, handouts, etc., without authorization or using them for any commercial purpose without the express written permission of the University and the instructor.

2.5.2.4. Falsifying or misrepresenting your academic work.

2.5.2.5. **Plagiarism: Whereby another's work is used or appropriated without any indication of the source, thereby attempting to convey the impression that such work is the student's own.**

2.5.2.6. Any student who knowingly helps another violate academic behavior standards is also in violation of the standards.

2.5.3. **Stealing – Acquiring University or another individual's private property without permission or knowledge.**

2.5.4. Impeding the learning process of a colleague – Intentionally preventing a student or colleague from obtaining a fair and equal access to educational materials. This includes intentionally concealing Library or other University property for the purpose of obstructing access by a colleague.

2.5.5. Knowingly and deliberately jeopardizing patient care in any way.

2.5.6. Causing purposeful or neglectful damage to property or to others.

2.5.7. Failing to report the actions of others that may be in violation of this Honor Code.

### 3. Procedures

The following procedures will be implemented when suspected dishonorable conduct is observed. Confidentiality of these procedures is of the utmost importance, and a betrayal of confidence by anyone involved shall be considered a violation of the Honor Code.

#### 3.1. Reporting Breach of Conduct

3.1.1. *Individuals that can Report* -- Any person may report a suspected violation of the Honor Code.

3.1.2. *Responsibility to Report* -- Any person observing a suspected violation of the Honor Code is responsible for reporting the event to SPCC representatives within five business days of learning of the event.

3.1.3. *Determination of Merit* –

3.1.3.1 The SPCC Representative initially contacted shall meet with the SPCC Chair and the associate dean for students (or designee) to discuss the reported violation.

3.1.3.2 An informal investigation will be conducted by the SPCC chair, an SPCC representative, and the associate dean for students (or designee) to assess the merits of the reported violation. If the Chair or associate dean for students were contacted directly, without going through a class representative, the Chair will choose one of the representatives from the same class as the accused to be included in the investigation.

- 3.1.3.3 If sufficient merit is found, the SPCC representative, the SPCC Chair, and the associate dean for students (or designee) will assess whether an informal resolution is possible or an Honor Hearing is required.
- 3.1.4. Following the informal investigation by the SPCC and Student Affairs, notification of the charged student shall occur in writing as follows:
  - 3.1.4.1. *Meritless Accusation* -- If an informal resolution or an Honor Code Hearing is not warranted as determined above, the individual who reported the violation shall be notified. Moreover, the charged student shall also be notified by the SPCC in writing of the meritless charge. No further action will be taken by the SPCC.
  - 3.1.4.2. *Informal Resolution of Charge* -- In appropriate cases, the SPCC, together with the associate dean for students (or designee), may resolve the matter informally by agreement with the charged student. This may include referring the student for counseling or assistance through the Professionals Resource Network Impaired Practitioners Program of Florida. In such cases, a written document, signed by the charged student, the SPCC representatives involved, and the associate dean for students (or designee) will state the nature of the accusation and the informal resolution reached. The accuser will also be notified of the resolution.
  - 3.1.4.3. *Decision to Hold an Honor Hearing* -- If a decision is made to hold a hearing, a confidential written record of the reported violation will be drafted that outlines the time, date, place, and nature of the suspected violation. The name of the charged student and the SPCC representatives making the decision for a hearing will also be on the document. This document will be copied and delivered to the charged student.
- 3.1.5 Documentation -- The Office of Student Affairs will maintain a de-identified repository of accusations, SPCC recommendations, and final decisions for use by SPCC representatives when needed as an orientation to their role.
- 3.1.6 The proceedings in section 3.1 must take place within five business days after the initial report of a suspected Honor Code violation. The SPCC chair can waive the time requirement due to unforeseen circumstances, such as exam schedules or SEPC review.
- 3.2. Honor Code Hearing Preliminaries-
  - 3.2.1. In the case of a hearing, the associate dean for students (or designee) will notify the Dean of the College that an investigation of a suspected Honor Code violation will begin, omitting from that notice the names and details of the accusation.
  - 3.2.2. Notification to the charged student shall be via the written record produced in section 3.1.
  - 3.2.3. An Honor Code Hearing shall begin within ten, but no sooner than three, business days of the notification of the charged student in order to ensure a

- swift hearing while still giving the charged student time to prepare.
- 3.2.4. The Chair shall be responsible for setting the hearing date, time, and location, and for informing all parties concerned of that information. Moreover, the Chair shall ensure that the Honor Code Hearing will not conflict with any upcoming academic examinations for the charged student or the SPCC representatives.
  - 3.2.5. The time constraints of section 3.2 may be waived by the Chair in unusual circumstances or conditions beyond the control of the SPCC.
- 3.3. Assembling the Honor Code Hearing
- 3.3.1. The SPCC representatives and the SPCC Chair will hear and consider the merits of all presented evidence.
  - 3.3.2. The charged student shall have the right to challenge and remove for no stated reason any one of the SPCC representatives. This privilege may be exercised only once.
  - 3.3.3. The charged student shall have the right to challenge and remove with stated reason any representative of the SPCC. The challenge shall be upheld if three of the SPCC representatives agree by secret ballot with the validity of the challenge.
  - 3.3.4. If the SPCC Chair is removed, the SPCC will be chaired by the Vice Chair or, if not available, the most senior SPCC Representative.
  - 3.3.5. Representatives at the Honor Code Hearing must include at least two attendants from the M1/M2 representatives and at least two attendants from the M3/M4 representatives, with five SPCC representatives present to conduct the hearing. Exceptions to this specific composition may be made by the Chair of the SPCC in consultation with the associate dean for students (or designee) in extenuating circumstances.
- 3.4. Honor Code Hearing Procedures
- 3.4.1. The charged student shall have the right to choose a COM faculty advisor who may provide personal advice and guidance and be present at the hearing, but who shall not participate in the Honor Code Hearing.
  - 3.4.2. The only persons allowed to witness the proceedings of an Honor Code Hearing shall be: the accuser, the charged student, his or her faculty advisor, the SPCC representatives, the associate dean for faculty and academic affairs (or designee), the associate dean for students (or designee), and witnesses during their testimony only.
  - 3.4.3. The accuser and the charged student shall have the right to be present during the opening and closing statements, and whenever evidence or testimony is being presented to the SPCC.
  - 3.4.4. All honor code hearing events will be audio recorded to maintain a record of what was said.
  - 3.4.5. Evidence shall be presented in the following order: opening statement by the accuser, opening statement by the charged student, additional evidence or testimony to support the accusation, additional evidence or testimony to refute the accusation.
  - 3.4.6. The accuser and charged student shall have the right to a closing statement after presentation of all evidence or testimony.

- 3.4.7. The SPCC shall have the right to request any material evidence relevant to the case, in accordance with Health Insurance Portability and Accountability Act (HIPAA) and Family Educational Rights and Privacy Act (FERPA) guidelines, from any representative of the student body, faculty, staff, or administration of the COM, and the right to request any representative of the student body (with the exception of the charged student), faculty, staff, or administration to testify before the SPCC.
- 3.4.8. When all testimony has been heard, the SPCC shall convene in executive session and shall vote by secret ballot. At least three out of five votes by a single ballot shall conclude the recommendation of the SPCC. In the event that it is not three out of five votes, the SPCC will discuss and vote by secret ballot again until a secret ballot of three out of five is reached.
- 3.4.9. If during the proceedings of the evaluation, another student involved is charged with a violation of the Honor Code, the Chair shall appoint an alternate representative of the SPCC to submit in writing an accusation against that student, as in section 3.1. This case must be heard as a separate entity. The time constraints of section 3.2 shall be suspended until the completion current honor hearings.
- 3.4.10. Questions regarding the general conduct of the Honor Code Hearing shall be decided by the Chair. The Chair's decisions may be overturned by a majority vote of the SPCC.
- 3.4.11. The outcome of the Honor Code Hearing shall be reported confidentially to the associate dean for students, regardless of the finding. No reporting to the student body shall be done.

#### *4. Rights of the Charged Student*

- 4.1. Charged student shall be notified by SPCC of the decision to hold a hearing within two business days of the decision.
- 4.2. Charged student has the right to request excuse from any tests, assignments, or examinations from 2 business days before the start of the hearing to 2 business days after the SPCC has made their decision.
- 4.3. At the discretion of the Associate of Dean for students (or designee), in consultation with the Dean, the charged student may be removed from all clinical and classroom work during the preliminary and formal proceedings if it is determined that the student poses a threat to patients, students, faculty, or other personnel associated with the COM.
- 4.4. Charged student has the right to present witnesses during the hearing.
- 4.5. Charged student has a right to an expedited resolution of the charges; every effort must be made to resolve matters quickly.
- 4.6. Charged student shall be given reasonable time for preparation of defense.
- 4.7. Charged student will be given copies of all written evidence at least three business days before starting the Honor Code Hearing.
- 4.8. Charged student has the right to confront his or her accusers and to cross-examine all witnesses who appear at the hearing.
- 4.9. Charged student has a right to decline discussing any and all aspect of the charges. This decision shall in no way be considered admission of guilt.
- 4.10. Charged student has a right when found not responsible to request that this finding be

- made public.
- 4.11. Charged student may not graduate until the case and all appeals have been resolved.
  - 4.12. Attorneys are not permitted to represent the charged student. The student does have a right to be accompanied by a faculty advisor chosen by the student who will only assist in an advisory role.

## *5. Penalties*

- 5.1. A finding of in violation for a first honor offense shall result in SPCC recommendation(s) for specific action(s) to be taken by the appropriate faculty, staff, and/or administration of the College of Medicine. The recommendation(s) shall be fixed by at least three out of five votes of the SPCC honor code hearing representatives, and shall be decided immediately after determination of dishonorable conduct.
  - 5.1.1. Recommendations may include but shall not be limited to re-examination, re-evaluation, remediation, or failure and repetition of one or more modules or clerkships; such action may delay graduation. Recommendation for probation or expulsion may be appropriate.
  - 5.1.2. Recommendations may also include non-academic actions; such actions shall be appropriate to the offense and may include referral to the Professionals Resource Network Impaired Practitioners Program of Florida.
  - 5.1.3. The SPCC may decide to refer certain matters to the Student Evaluation and Promotion Committee (SEPC). Decisions reached by the SPCC do not preclude discussion of reported violations by the SEPC, as the SEPC may consider **reported violations in the context of the student's general medical school performance.**
  - 5.1.4. The recommendation(s) shall be announced at the conclusion of the Honor **Code Hearing when the finding of "In violation" is announced.**
- 5.2. These recommendations shall then be forwarded to the associate dean for faculty and academic affairs (or designee), who, at his or her discretion, can accept or modify the recommendations, and will then forward the recommendations in writing to the Dean of the College of Medicine with 5 business days. The charged student will receive a copy of this written communication.
- 5.3. Any appeals by the charged student shall be forwarded to the Dean of the College of Medicine, as per section 7.

## *6. Reports and Records*

- 6.1. A written record will first be made of the decision to hold an Honor Code Hearing as per section 3.1.
- 6.2. At the conclusion of a Hearing, the outcomes will be confidentially reported to the associate dean for students.
- 6.3. All Honor Code Hearings will be audio recorded.
- 6.4. All written records shall be kept on file in the Office of Student Affairs.

## *7. Appeals to Recommendations of the Associate Dean for Faculty and Academic Affairs*

- 7.1. The charged student shall have the right to appeal any recommendation of the associate dean for faculty and academic affairs. Such appeal must be made in writing to the Dean, with a copy to the associate dean for students, within 10 business days of the receipt of the written recommendation.

- 7.2. The Dean may appoint an ad hoc committee of COM faculty to hear the appeal. If appointed, this committee will include a student representative, who will ordinarily be a representative of the M.D. Program Student Council. The appeal committee will make a recommendation to the Dean to support or overturn the recommendation of the associate dean for faculty and academic affairs. The final decision to accept or reject this recommendation shall rest solely with the Dean of the College of Medicine.
- 7.3. All recommendations of the SPCC, the associate dean for faculty and academic affairs, and any ad hoc appeals committee are advisory to the Dean. The Dean will notify the charged student of the final decision in writing within 15 business days of the receipt of the appeal.

#### *8. Amendments & Code Review Process*

- 8.1. The Student Professional Conduct Council shall decide if a Code Review Process shall be started. A Code Review Process shall include a thorough review of the entire Code.
- 8.2. If the Code Review Process is begun, a revised Honor Code shall be sent out to the entire medical student body, and the medical student body shall be solicited for feedback regarding the Code.
- 8.3. The SPCC will discuss this feedback and modify the code as they deem appropriate, with a two-thirds majority required to make changes to the code. Once the revised code passes the SPCC, the Chair shall present it to the M.D. Program Student Council Executive Board.
- 8.4. The final ratification of any amendment shall require two-thirds majority of votes cast by the student body of the M.D. Program.
- 8.5. No more than 3 years shall elapse between a Code Review Process.
- 8.6. Any student may propose an amendment to the Honor Code.

## C. Physical Examination Form



UNIVERSITY OF CENTRAL FLORIDA  
College of Medicine

Mailing Address:  
Office of Student Affairs  
6850 Lake Nona Boulevard, Suite 115  
Orlando, FL 32827-7408

(407) 266-1353 Phone  
(407) 266-1389 FAX

**PHYSICAL EXAMINATION VERIFICATION**  
**TO BE COMPLETED AND RETURNED BY PHYSICIAN DIRECTLY TO ABOVE ADDRESS**

To Be Completed by Student (Please Print)

LAST NAME

FIRST NAME

MIDDLE NAME

SOCIAL SECURITY #

DATE OF BIRTH (MM/DD/YEAR)

Do you have any health problems or concerns of which UCF Student Health Services should be aware?

☐

Yes

☐

No

If you wish to receive care for the above problems or concerns at UCF Student Health services, it is your responsibility to make a follow-up appointment and to provide copies of pertinent medical records as necessary.

Student Signature

Date

To Be Completed by Physician

A thorough history and physical examination were completed on the above named individual, with the following results:

☐

All findings were within normal limits

☐

Follow-up care is required; patient was advised

Physician Signature

Print Name

Date

Facility Name (Please Print)

Office Phone Number

Address

City & State

Zip Code



## D. Immunization Checklist

### \* M.D. STUDENTS ONLY\*

Office of Student Affairs  
University of Central Florida  
College of Medicine  
6850 Lake Nona Blvd, Orlando FL 32827  
FAX: 407.266.1389 PHONE: 407.266.1353



### Mandatory Immunization Health History Form

Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ PID: \_\_\_\_\_

Phone: \_\_\_\_\_ Orientation Date: \_\_\_\_\_

#### Required Immunizations \*\*\*NOTE: ALL TITERS MUST HAVE LAB REPORT ATTACHED\*\*\*

	Month/Day/Year	Month/Day/Year	Month/Day/Year	Titer Date & Result Lab report(s) MUST be attached
1. MMR (2 doses after 1st birthday & at least 28 days apart)			DO NOT WRITE HERE	DO NOT WRITE HERE
OR Measles (two doses or titer required)			DO NOT WRITE HERE	
Rubella (two doses or titer required)			DO NOT WRITE HERE	
Mumps (two doses or titer required)			DO NOT WRITE HERE	
2. Hepatitis B (3 doses + titer required)				
3. Meningococcal Meningitis Vaccine/MCV4 * (OR sign waiver below)		Booster needed if 1 <sup>st</sup> dose is given before the age of 16		DO NOT WRITE HERE

\* ☐ I have read the information about MCV4 / Meningococcal Meningitis and decline receipt of this vaccine.

\_\_\_\_\_  
Signature of student                      Date                      OR                      Signature of parent/guardian if student under 18                      Relationship to student                      Date

#### Additional Required Immunizations/Documentation \*\*\*NOTE: ALL TITERS MUST HAVE LAB REPORT ATTACHED\*\*\*

	Month/Day/Year	Month/Day/Year	Month/Day/Year	Titer Date & Result Lab Report(s) MUST be attached
4. Tdap (Tetanus/Diphtheria/Pertussis)		DO NOT WRITE HERE / DO NOT WRITE HERE / DO NOT WRITE HERE		
5. Varicella (Chicken Pox)			DO NOT WRITE HERE	
6. 2 Step Tuberculin Skin Test (TST/PPD)*			DO NOT WRITE HERE	DO NOT WRITE HERE

\*Please refer to the attached sheet for specific instructions regarding the TST/PPD

An official stamp from a doctor's office, clinic, or Health Department AND an authorized signature must appear on this form or on the official document(s) attached in order to be accepted. If the doctor's office does not have an official stamp, the doctor's signature on a prescription pad is acceptable.

\_\_\_\_\_  
Official Office Stamp Here                      Physician or Authorized Signature                      Date

#### SECTION C: PLEASE CHECK IF:

1. You have Type 1 (Insulin Dependent) DIABETES MELLITUS YES \_\_\_\_\_ NO \_\_\_\_\_
2. You would like UCF Health Services to email you about their Type 1 (Insulin Dependent) Program YES \_\_\_\_\_ NO \_\_\_\_\_

**IMPORTANT! KEEP A COPY OF THIS PAGE AND ALL LAB REPORTS FOR YOUR RECORDS.**  
Mail or fax this page (and lab reports as needed) at least two (2) weeks prior to orientation 407-266-1389 Fax

### Additional Immunization Information

**Hepatitis B:** A series of three doses of vaccine are required. The vaccine is usually administered as a three-dose series on a 0-, 1-, and 6-month schedule. The 2<sup>nd</sup> dose should be given one month after the first dose; the 3<sup>rd</sup> dose should be given at least 2 months after the second dose and at least 4 months after the first dose.

This requirement is not complete until there is serologic documentation of a positive (quantitative) Hepatitis B surface antibody titer following completion of the Hepatitis B vaccination series of three (3) injections.

**Varicella (Chicken Pox):** This requirement is satisfied only by a positive titer OR the vaccine series of two immunizations (given 4 to 8 weeks apart).

A history of chicken pox does not satisfy this requirement.

**Tuberculin Skin Test (TST/PPD):** Documentation of two-step testing: Documentation of two Mantoux skin tests within 12 months preceding enrollment at UCF COM. The second test should be administered 1-3 weeks after the first test. However, if you have had a TST done within the last 12 months, only one TST needs to be done (even if it is more than 1-3 weeks after the first test).

If there is a history of positive PPD: Documentation of a current chest x-ray and the tuberculosis screening questionnaire is required for all persons with a history of a positive PPD skin test (within the past 12 months). Alternatively, Quantiferon-Gold TB test is also acceptable for those students with a history of a positive PPD. The questionnaire can be found at <http://med.ucf.edu/administrative-offices/student-affairs/student-services/enrollment-requirements/>.

**Meningitis:** Persons aged 21 years or younger should have documentation of receipt of a dose of meningococcal conjugate vaccine not more than 5 years before enrollment. If the primary dose was administered before the 16<sup>th</sup> birthday, a booster dose should be administered before enrollment. Meningococcal vaccine is also recommended if you have a complement component immune deficiency, lack of a spleen, HIV, or for travel to areas of the world with high prevalence of meningococcal disease.

**Waiver for Meningitis Vaccine:** College students, especially freshmen living in residence halls, are at slightly increased risk for contracting meningococcal disease. The bacterial form of this disease can lead to serious complications such as swelling of the brain, coma, and even death within a short period of time. Three vaccines are currently available that decrease, but do not completely eliminate, a person's risk of acquiring meningococcal meningitis. This element of uncertainty remains because there are five (5) different serotypes (A, B, C, Y and W-135) and the current vaccines do not offer any protection from serotype B. For more specific information about meningococcal meningitis and college student risks, please visit UCF's Health Center Website at <http://www.hs.sdes.ucf.edu/>.

## Tuberculosis Screening Questionnaire

Please complete the following information if you have a history of a POSITIVE TB Skin Test:

Name: _____	_____	_____	Male <input type="checkbox"/>	Female <input type="checkbox"/>
Last	First	Initial		

Have you ever received BCG?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If Yes, date of BCG: _____
Date of last PPD Skin Test:		_____/_____/_____
Did you take any medication associated with a positive TB Skin Test?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If Yes, dates: _____
Date of last chest X-Ray:		_____/_____/_____

Please check (✓) if you are having any of the following unexplained symptoms for three to four weeks or longer:

Unexplained fatigue	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Night sweats (drenching)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Unexplained weight loss	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Persistent cough	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Loss of appetite	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Spitting/Coughing up blood	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Fever (usually at night)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Chest pain	<input type="checkbox"/> Yes	<input type="checkbox"/> No

### Health Care Provider Certification

HEALTH CARE PROVIDER CERTIFICATION AND ADDRESS	
<div style="border-bottom: 1px solid black; margin-bottom: 10px;"><i>Printed Name</i></div> <div style="border-bottom: 1px solid black; margin-bottom: 10px;"><i>Practice Name</i></div> <div style="border-bottom: 1px solid black; margin-bottom: 10px;"><i>Street</i></div> <div style="border-bottom: 1px solid black; margin-bottom: 10px;"><i>City, State, Zip Code</i></div> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%; border-bottom: 1px solid black; margin-bottom: 10px;"><i>Signature</i></div> <div style="width: 45%; border-bottom: 1px solid black; margin-bottom: 10px;"><i>Date</i></div> </div>	
<p><i>An official stamp from a doctor's office, clinic or health department must appear here or on the official document(s) attached or this form will not be approved.</i></p>	

RETURN TO:  
 Office of Student Affairs  
 UCF College of Medicine  
 Health Sciences Campus at Lake Nona  
 6850 Lake Nona Boulevard, Suite 115  
 Orlando, Florida 32827  
 407-266-1353  
 FAX: 407-266-1389

## E. Student Absence Form



### Student Absence Form

Student's Name: \_\_\_\_\_ PID: \_\_\_\_\_

Request that I be excused from the following educational requirement due to extenuating circumstances (e.g. personal illness, personal emergency, death of a family member, etc.)

Mandatory Module/Clerkship Requirement \_\_\_\_\_

Please specify circumstance(s) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please specify date(s) \_\_\_\_\_

-----

By my signature below, I hereby acknowledge that this information is complete and accurate. False or fraudulent statements may result in disciplinary actions.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Module or Clerkship Director Signature \_\_\_\_\_

Approved ☐

Disapproved ☐

\_\_\_\_\_  
Associate or Assistant Dean for Students

\_\_\_\_\_  
Date

Approved ☐

Disapproved ☐

Notes: \_\_\_\_\_

\_\_\_\_\_

## F. Proof of Health Insurance Form



UNIVERSITY OF CENTRAL FLORIDA  
College of Medicine

### Proof of Health Insurance Form

All students enrolled in the M.D. program of the College of Medicine are eligible to purchase the UCF student health insurance plan. While enrollment in this plan is not mandatory, proof of comparable coverage is required if the M.D. student decides to enroll in another plan. Please see <https://shs.sdes.ucf.edu/> for more information on the plan's provisions and benefits.

If you have comparable coverage, please complete this form and submit it to the College of Medicine's Office of Student Affairs for verification and approval.

**Please provide a legible copy of your health insurance card (front and back) along with this form.**

Student Name: \_\_\_\_\_

UCF ID Number: \_\_\_\_\_

Class: \_\_\_\_\_

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### CERTIFICATION/PROOF OF HEALTH INSURANCE COVERAGE

Name of Policy Holder: \_\_\_\_\_

Health Insurance Company: \_\_\_\_\_

Health Insurance Company Phone Number: \_\_\_\_\_

Policy Number: \_\_\_\_\_

Group Number: \_\_\_\_\_

STUDENT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

College of Medicine Office of Student Affairs  
6850 Lake Nona Blvd. Orlando, FL 32827-7408  
(407) 266-1353 • FAX (407) 266-1389

Revised 7/2/2015



## G. Proof of Disability Insurance Form



UNIVERSITY OF CENTRAL FLORIDA  
*College of Medicine*

### **Proof of Disability Insurance Form**

All students enrolled in the M.D. program of the College of Medicine are required to have disability insurance. After a thorough review of pricing and coverage, the College of Medicine is recommending enrollment in the American Medical Association's plan which has a \$200,000 payout and has an annual cost of \$55. While enrollment in this plan is not mandatory, proof of comparable coverage is required if the M.D. student decides to enroll in another plan.

If you have comparable coverage, please complete this form and submit it to the College of Medicine's Office of Student Affairs for verification and approval.

Student Name: \_\_\_\_\_

UCF ID Number: \_\_\_\_\_

Class: \_\_\_\_\_

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#### **CERTIFICATION/PROOF OF DISABILITY INSURANCE COVERAGE**

Name of Policy Holder: \_\_\_\_\_

Disability Insurance Company: \_\_\_\_\_

Disability Insurance Company Phone Number: \_\_\_\_\_

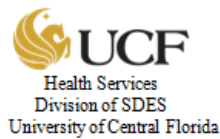
Policy Number: \_\_\_\_\_

STUDENT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

College of Medicine Office of Student Affairs  
6850 Lake Nona Blvd. Orlando, FL 32827-7408  
(407) 266-1353 • FAX (407) 266-1389

Revised 7/2015

## H. Medical Services for COM Students



<b>Name of Policy</b>	<b>Medical Services for COM Students</b>
<b>Section</b>	<b>Rights of Patients</b>
<b>Date Effective</b>	<b>2009</b>
<b>Date Last Reviewed</b>	<b>June 1, 2009</b>
<b>Responsible for Review</b>	<b>Medical Director</b>
<b>Approved by Executive Council</b>	<b>August 19, 2009</b>

### POLICY:

MS-27-A, of the LCME Provisional Accreditation Standards, reads as follows: "The health professionals who provide psychiatric/psychological counseling or other sensitive health services to medical students must have no involvement in the academic evaluation or promotion of the students receiving those services." University of Central Florida Health Service (UCF HS) physicians with faculty privileges in the College of Medicine (COM) and who have influence (evaluation, grading) on medical students academic progress shall not be available for the care and treatment of psychiatric, psychological or sensitive issues that may avail COM students. COM students seeking care for such services at UCF HS will be directed to see other UCF HS providers as appropriate.

### PURPOSE:

To clarify any conflict possible with College of Medicine students and physicians who may also be faculty members. In particular, conflicts with physicians at UCF HS who hold faculty positions in the COM and have academic and/or clinical teaching responsibilities with medical students.

### PROCEDURE:

Medical students will be notified of this provision during their orientation to the COM and written in their student handbook. Additionally, this specific information will be posted on UCF HS web sites.

The UCF COM will supply UCF HS with a list of matriculated students each year. UCF HS will flag all of these records to indicate they are UCF COM students. When medical students make an appointment at UCF HS with possible psychiatric, psychological or other sensitive concerns, they will be advised that they can request an appointment with someone who is a non-faculty member or a faculty member who does not have an academic role with them. If a Faculty member who has academic or clinical teaching

responsibilities sees a medical student with psychiatric, psychological, or sensitive health issues, she or he must either remove themselves from any evaluation or grading role with that particular student, or refer the student to another physician who does not hold such academic or teaching responsibilities.





<b>Policy Name and Section:</b>  <i><b>MEDICAL SERVICES for UCF COLLEGE of MEDICINE STUDENTS</b></i>		<b>Effective Date:</b>	<b>COM Policy Number:</b>
<b>Responsible COM UCF Pegasus Health Division:</b>	<b>Generated by:</b>  <b>Maria Cannarozzi Medical Director</b>	<b>Responsible and Initiating Authority:</b>  <b>Vice President for Medical Affairs and Dean, College of Medicine</b>	

**Applicability/Accountability:** This policy applies to all **UCF Pegasus Health** personnel. Enforcement of this policy resides with all **UCF Pegasus Health** employees.

**Policy Statement:** It is the policy of **UCF Pegasus Health** for policies and procedures to follow a consistent process for development, approval, review, and implementation.

**Policy:**

MS-27-A, of the LCME Accreditation Standards, reads as follows: "The health professionals at a medical education program who provide psychiatric/psychological counseling or other sensitive health services to a medical student must have no involvement in the academic assessment or promotion of the medical student receiving those services." University of Central Florida Pegasus Health (UCF PH) physicians with faculty privileges in the College of Medicine (COM) and who have influence (evaluation, grading) on medical students academic progress shall not be available for the care and treatment of psychiatric, psychological or sensitive issues that may affect COM students. COM students seeking care for such services at UCF PH will be directed to see other UCF PH providers as appropriate.

**Purpose:**

To ensure patient safety through established protocols and guidelines and to clarify any conflict possible with UCF College of Medicine students and physicians who may also be faculty members. In particular, conflicts with physicians at UCF PH who hold faculty

positions in the College of Medicine and have academic and/or clinical teaching responsibilities with medical students.

**Procedure:**

Medical students will be notified of this standard during their orientation to the COM and as written in their student handbook. Additionally, this specific information will be posted on UCF PH web sites.

New patient paperwork will include a data sheet asking whether or not each new patient is a student at UCF COM (and if so, year of anticipated COM graduation) with written policy (above) noted on the form. For each student identified in this fashion, UCF PH staff will identify appropriate health care provider(s) who can see the student in accordance with this policy and the student will be assigned to these care providers only.

<b>Medical Services for UCF College of Medicine Students</b>		
<b>Medical Director, UCF Pegasus Health:</b>		
Signature: Cannarozzi, MD		Printed Name: Maria L.
Date:		
<b>Associate Dean for Clinical Affairs and Chief of Clinical Services:</b>		
Signature: Caruana, MD		Printed Name: Ralph J.
Date:		
<b>Vice President for Medical Affairs and Dean, College of Medicine:</b>		
Signature: C. German, MD		Printed Name: Deborah
Date:		
Date Issued:	Date Revised:	

## I. Extracurricular Activity and Service Learning Forms

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University of Central Florida College of Medicine  
Extracurricular Activity Approval Form

UCF COM students are required to have on file a completed AND approved "Extracurricular Activity Approval Form" to participate in extracurricular activities. **This form should be submitted to the Office of Student Affairs at least one week prior to the activity.** All extracurricular **clinical** activities must be supervised by a UCF COM faculty member.

**Description of Student Role/Service**

Student Name:  
Date Submitted:  
Current Class (M1, M2, etc.):  
Dates of participation:  
Contact person and contact information:  
  
Location:

**Activity – please check all applicable**

☐ **Clinical Experience** (e.g. free clinic, shadowing OR RESEARCH WITH A CLINICAL COMPONENT) – must have the approval of a UCF COM faculty member (core or volunteer) who will be supervising the clinical experience

Faculty Supervisor Name:  
Faculty Supervisor Signature (unless extramural experience):  
Description of your responsibilities:  
  
Clinical Specialty:  
Level of responsibility for patient care:  
Level of supervision (e.g. direct supervision, indirect supervision):  
Time spent in clinical activities (i.e. hours):  
Frequency (daily, weekly, etc.):

☐ **Research** (e.g. research outside of that required in the curriculum)

Research Project Title:  
Description of your responsibilities:  
  
Time spent in research activities (i.e. hours):  
Frequency (daily, weekly, etc.):

☐ **International Experience** – must have the approval of Dr. Judith Simms-Cendan.

\_\_\_\_\_  
Judith Simms-Cendan, MD, Director of International Experiences

Brief description of experience:

**Student Signature:**

☐ **Service Learning** – checking this box means you would like this activity to count as service learning. This requires a self-reflection to be submitted at the end of the experience, but no later than the end of the current academic year.

**Approval ☐ Yes ☐ No**

Director of Service Learning Signature:

Date Approved:

Hours for Service Learning Credit:

**Approval ☐ Yes ☐ No**

Associate or Assistant Dean for Students Signature:

Date Approved:

Please submit completed forms to Soraya Smith via email at [soraya.smith@ucf.edu](mailto:soraya.smith@ucf.edu) or via fax at (407) 266-1389.  
Once approved, a copy of this form will be returned to the student.

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*University of Central Florida College of Medicine*  
*Service Learning Approval Form*  
***Without Clinical Component***

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UCF COM students are required to have on file a completed AND approved "Service Learning/Extracurricular Activity Approval Form" to qualify for service learning credit. This form should be submitted to the Office of Student Affairs at least one week prior to the activity. All extracurricular clinical activities must be supervised by a UCF COM faculty member and requires completion of the "Extracurricular Activity Approval Form."

Student Name:	
Current Class (M1, M2, etc.):	
Organization (if applicable):	
Date Submitted:	

<b>Activity</b>	
Charity/Organization Name	
Supervisor	
Contact person and contact information	

<b>Description of Student Role/Service</b>	
Please provide a description of the types/extent of your responsibilities as well as objectives for this activity.	
Dates of participation:	
Away from UCF COM?	<input type="checkbox"/> YES <input type="checkbox"/> NO
	If yes, location: _____

<b>Student Signature</b>	
--------------------------	--

<b>Approval    <input type="checkbox"/> Yes    <input type="checkbox"/> No</b>	
Director of Service Learning	
Date Approved:	
Hours for Service Learning Credit:	

Please submit completed forms to Soraya Smith via email at [soraya.smith@ucf.edu](mailto:soraya.smith@ucf.edu) or via fax at (407) 266-1389.

## J. Industry Relations Policy and Guidelines

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  - 3.3 Travel Fund
  - 3.4 Educational Symposia Fund
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11. Ghostwriting
12. Enforcement
13. COM Industry Relations Committee
14. Continuing Evolution of COM Industry Relations Policy

### 1. Introduction and Scope of Policy

The UCF College of Medicine (COM) strives to be a leader in assuring the highest levels of ethics and professionalism in all dealings with the health care industry, which includes, but is not limited to, the pharmaceutical, biotechnology, medical device, and medical equipment supply **industry (“Industry”)**, and in establishing a culture of ethical behavior and accountability for its **administrators, faculty, staff, students, residents, and fellows (“COM Personnel”)**. The COM greatly values its Industry partners and works openly in collaboration with these partners and vendors to promote positive, productive, and ethical relationships. As leaders in science and medicine, COM experts participate in appropriate Industry advisory roles, Industry-funded scientific studies, and development of new health care discoveries and resources. As a leader in health care transformation, the COM develops collaborative partnerships and business arrangements with Industry partners. As a non-profit educational institution, the COM seeks and accepts charitable donations from Industry that support the COM mission. This policy will guide all COM Personnel in structuring and participating in Industry relationships to assure integrity of professional judgment, the highest ethical behaviors, and the objectivity of medical education.

This policy applies to all individual and institutional financial relationships, business arrangements, and interactions with Industry vendors and developers of products and services that are marketed and sold to medical schools, academic health science centers, researchers, educators, and clinicians. This policy applies to all COM Personnel and covers relationships and activities that occur during both work and non-work hours.

Indirect minority investment interests, such as ownership of stock of, or investments in a mutual fund that owns shares in companies constituting Industry are not considered conflicting interests for purposes of this policy.

## 2. Statement of Policy

It is the intent of the COM to work collaboratively with Industry partners that share a heightened commitment to maintaining the highest ethical standards. All COM relationships and interactions with Industry will be structured, managed, and monitored to assure adherence to such ethical standards. Individual and institutional decisions, actions, and relationships must be free from even the appearance of bias relating to vendor/Industry relationships. Clinical judgments, business agreements, education, and research activities must not be impacted by undue influence resulting from financial relationships with, or gifts provided by, Industry. All collaborations and financial relationships with Industry must be based on the goals of advancing science, education, and clinical care consistent with the COM mission and values.

For questions or further guidance, COM Personnel should consult with COM Legal Affairs, COM **Compliance, a member of the COM Industry Relations Committee (the “Committee”)** or with the Dean. It is the responsibility of each individual to seek necessary guidance and approvals in advance of participating in an Industry relationship. Philanthropic gifts provided by Industry are subject to Section 8 of this policy and may be subject to additional policies of the COM or affiliated entities or foundations fundraising on its behalf. In addition to review for ethical issues, all financial and business relationships with Industry must be carefully reviewed for compliance with all applicable legal, regulatory, reimbursement, and accreditation requirements. Associated contracts must be reviewed, approved and signed in accordance with the COM and university policies and procedures.

## 3. Gifts and Individual Financial Relationships with Industry

### 3.1 Gifts and Meals

COM Personnel shall not accept or use personal gifts (including food) from representatives of Industry, regardless of the nature or dollar value of the gift.

Gifts from Industry that incorporate a product or company logo on the gift (e.g., pens, notepads, or office items such as clocks) introduce a commercial, marketing presence that is not appropriate to a non-profit educational and healthcare system<sup>1</sup>. COM Personnel may not accept complimentary tickets to sporting or other events or other such benefits from Industry.

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<sup>1</sup> Exception: This provision does not prohibit acceptance of items bearing Industry logos provided as part of an off-campus educational program (such as a meeting of a professional society), including name tag lanyards and totes where the items are provided and used incidental to attendance, the items are of nominal value, and the items are not brought into or used in any COM facilities.

Meals or other food and hospitality funded directly by Industry may not be offered to, or accepted, by COM Personnel in any COM facility. COM Personnel may not accept free meals or other food or hospitality funded by Industry, whether on-campus or off-campus. However, meals or other food provided in connection with an educational program accredited by the Accreditation Council for Continuing Medical Education (ACCME) or a professional society-sponsored meeting with paid registration may be accepted by COM Personnel.

### *3.2 Outside Relationships with Industry (e.g., any consulting arrangement, advisory board, speaking, publishing, attending meetings or Significant Financial Interest arrangements<sup>2</sup>)*

Outside Arrangement means a written or verbal arrangement with Industry for COM Personnel to perform consulting services, to serve on an advisory board, to speak at or attend an Industry sponsored event, to publish in Industry funded publications, or to have a Significant Financial Interest.

COM Personnel may engage in Outside Arrangements with Industry in accordance with this **policy provided such activities further the COM's mission and do not conflict with the individual's duties, responsibilities and obligations to the COM. All Outside Arrangements with Industry must be reviewed in accordance with this policy and approved in advance by the individual's Supervisor and one of the following: the individual's Chair, Director, Associate Dean or Associate Vice President, or the Dean or the Dean's designee. It is the individual's responsibility to obtain approval and to furnish a copy of such approval to COM Compliance prior to the start of the arrangement.**

All written agreements for Outside Arrangements with Industry when the COM is a party must be reviewed, approved and signed in accordance with the COM and university policies and procedures. For Outside Arrangements with Industry entered into in a personal capacity, it is the responsibility of the COM Personnel to ensure that any such Outside Arrangement meets the requirements of this policy, is consistent with university regulations and policies, complies with the state and federal laws and has appropriate liability coverage. A copy of the agreement or **summary of key terms shall be provided to the individual's supervisor and to COM Compliance.** COM Personnel may not use the COM or **the university's resources, including its names or logos** for Industry, without the express written approval of the university.

For Outside Arrangements with Industry that exceed \$10,000 per company per year in fees received by the individual, in addition to securing the approvals described above, the individual must submit annual reports describing activities, payments, time spent, and the name of the company to COM Compliance for the duration of the relationship.

#### **3.2.1 Consulting.**

Consulting arrangements with Industry must be fully transparent and documented, including the services to be performed, fair market value payment terms, estimated time involved in performance of the service, and the name of the company. COM Compliance will periodically audit Industry consulting arrangements for compliance

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<sup>2</sup> A Significant Financial Interest is defined as \$10,000 or more based on Association of American Medical Colleges (AAMC) recommendations.



with this provision. A list of Industry consulting arrangements entered into by COM employees in their personal capacity shall be made available annually by COM Compliance to the COM Industry Relations Committee. These procedures apply whether the consulting fees are received by COM or the individual or donated to another organization. A similar process is required for any part-time employment arrangement with Industry.

### 3.2.2 Advisory board.

Membership on Industry advisory boards by COM Personnel is permitted so long as the board regularly meets and provides scientific advice or other guidance that advances academic values and promotes ethical relationships between academic health sciences and Industry. Honoraria for serving on advisory boards, whether received by the individual or by the COM, must be modest and consistent with fair market value. In addition, the individual may receive reasonable travel expenses (such as airfare, mileage, lodging, meals and other transportation costs).

### 3.2.3 Industry Funded Speaking Relationships, Meetings, and Publications.

COM Personnel must assure that participation in Industry-funded speaking relationships, meetings, and publications serves to advance scientific knowledge or patient care and are not primarily Industry marketing activities. Honoraria for speaking engagements, whether received by the individual or by the COM, must be modest and consistent with fair market value for the time spent in preparing and presenting the talk. In addition, the individual may receive reasonable travel expenses (such as airfare, mileage, lodging, meals and other transportation costs).

COM Personnel are responsible for the scientific integrity of material presented in any talk or publication. COM Personnel shall not participate in educational presentations or scientific publications (a) if the content is controlled by or requires prior approval by Industry, (b) if the content is not based on the best available scientific evidence, or (c) if significant portions are written by someone who is not an author or otherwise properly acknowledged.

**Participation by COM Personnel in “Speakers’ Bureau Activity” is prohibited.**

**“Speakers’ Bureau Activity” means any speaking engagement in which COM Personnel would be speaking on behalf of Industry. The COM shall not sponsor and/or host any Speakers’ Bureau Activities.**

COM Personnel may participate in Industry-sponsored meetings where there is opportunity for critical exchange. If an individual is speaking at such an Industry-sponsored meeting, acceptance of meeting registration fee, a modest honorarium consistent with fair market value and reasonable travel expenses is permitted as described above. Otherwise, COM Personnel may not accept payment, gifts, or financial support from Industry to attend lectures or participate in Industry-sponsored meetings other than through an approved consulting or business arrangement.

### 3.2.4 Disclosure of Outside Arrangements Involving Industry

#### A) University Conflict of Interest Review

In addition to the COM approval process provided in this policy, COM Personnel shall report their Outside Arrangements with Industry through the regular university conflicts of interest disclosure process, using the Request for an Exemption/Disclosure Under Section 112.313(12)(h), Florida Statutes, available online at <http://www.coi.ucf.edu/forms.html>, at least annually and more often as needed to disclose new relationships. All such reports are open to the public.

#### B) Disclosure to students, residents, colleagues and patients

COM Personnel shall disclose Industry, business or consulting relationships and Significant Financial Interests that are relevant to the topic discussed in scholarly publications, lectures, and presentations to students, residents or colleagues (e.g., showing a slide during each lecture/presentation). Disclosure of such relevant relationships and financial interests should also be made to patients when appropriate to enable patients to make informed decisions respecting their medical care. All such disclosures must specify when the COM Personnel is participating in an individual capacity and not on behalf of the COM or university.

#### C) Disclosure to purchasing unit or procurement committee

COM Personnel having a direct role in making institutional decisions on equipment, or drug or medical device procurement must disclose to the purchasing unit or procurement committee, prior to making any such decision, any Significant Financial Interest they or their immediate family have in companies that might substantially benefit from the decision. Such individuals may participate in discussions with full disclosure but shall not vote or otherwise participate in purchasing decisions where there is a conflict or potential conflict.

### 3.2.5 Publicly Accessible Website.

The COM shall post, on a publicly accessible website, at least annually, a list of Industry consulting arrangements of COM Personnel, regardless of whether the consulting fees are received by the COM or the individual or donated to another organization.

### 3.3 Travel Fund

The COM shall allow Industry and others to contribute, through the University of Central Florida Foundation, to **(i) a central COM fund to be used at the Dean's discretion to provide travel assistance to COM Personnel, including students, for professional development; or (ii) other approved Department account for use at the particular Department Chair's discretion to provide travel assistance to Department personnel, including students, for professional development.** Contributions to such fund shall be disclosed and acknowledged.

### 3.4 Educational Symposia Fund

The COM shall allow Industry and others to contribute, through the University of Central Florida Foundation, to **(i) the central COM Educational Symposia Fund to be used in the Dean's discretion to provide COM-sponsored educational programs and symposia; or (ii) other**

approved Department account for use at the particular Department Chair's discretion for Department-sponsored educational programs and symposia. Contributions to such fund shall be disclosed and acknowledged.

#### 4. Pharmaceutical, Medical Device and Medical Supply Samples

The COM prohibits acceptance of samples of pharmaceuticals, medical devices or medical supplies ("Samples") by COM practitioners or faculty members except in limited circumstances as provided in this policy and with prior approval. Samples may be accepted (i) for use in research, provided such use is in a manner that assures full clinical evaluation of its use and adheres to applicable protocols and is approved by the Associate Dean for Research, and (ii) by a Nurse Manager for patient care under circumstances involving a vulnerable patient population, when a COM physician believes lack of provision of samples to their patient would jeopardize **their patient's health, provided that the COM physician has requested, and received, a waiver** from both the Medical Director and the Director of Quality and Safety of Pegasus Health. The request must outline a clear and convincing benefit to the patient and provide safeguards for the appropriate distribution and control of samples. The request and approval must be documented in writing. No sample may be used personally by COM Personnel. The Pegasus Health Director of Quality and Safety may inspect sample storage areas at any time and may revoke permission if non-compliance is identified.

#### 5. Purchasing and Formularies

COM Personnel are not eligible to participate in product evaluation decisions if they or members of their immediate family have, or have had within the prior 5 years, a Significant Financial Interest or funded research with a related pharmaceutical or medical device company that is being considered or discussed. Every COM employee must avoid both actual conflicts of interest and the appearance **of conflicts of interest and be in compliance with the university's Conflicts of Interest** policy and procedures. COM Personnel who have such conflicting interests may share information regarding the drug or device, provided that the conflict is fully disclosed in advance, and the individual may participate in discussions but shall not vote or otherwise participate in selection decisions where there is conflict or potential conflict.

#### 6. Site Access to Industry Representatives

COM does not allow use of its facilities or other resources for Industry marketing activities. Visits to COM facilities by representatives of Industry may be appropriate for exchange of scientifically valid information and other data, improving patient care, providing essential training and instruction in use of medical and research equipment and devices or community relationship building.

##### 6.1 Vendor Trade Displays.

Industry is not permitted to participate in trade shows conducted in COM facilities except in accordance with this policy and with the prior written **approval of the Dean or the Dean's designee. Permitted vendor trade displays** may consist of vendor displays where several brands of medical or research

devices, permitted equipment or materials are displayed simultaneously for users and key decision makers to compare them in order to recommend or make purchasing or standardization decisions.

## 6.2 Sales or Marketing Representatives.

Sales or marketing representatives of Industry may access COM facilities only if they have registered with the COM and they have been specifically invited to meet with a COM representative for a particular purpose. Individual physicians or other COM Personnel may request a presentation by or other information from a particular company. While in the COM facilities, all Industry representatives must sign in and out and must wear visible identification that includes their name and current company affiliation. All Industry representatives with access to COM facilities and personnel must comply with the COM Industry Relations Policy (a copy of which must be given in advance and an acknowledgement of receipt and review obtained by the time of site visit) and procedures. Failure of the Industry representative to register or to comply with the COM Industry Relations Policy shall result in adverse actions up to and including denial of access. Meetings with sales and marketing Industry representatives shall not be held in direct patient care areas or education areas. Involvement of students or trainees in meetings with Industry representatives should occur only for educational or training purposes and only under the supervision of a faculty member. All Industry representatives seeking sales or vendor relationships must work directly with their designated COM representative and shall not solicit other COM Personnel.

## 6.3 Patient Care Areas.

Access by medical device or equipment representatives to patient care areas is permitted when (a) a COM representative requests essential instruction in use of the equipment or device, (b) the representative is appropriately credentialed by Pegasus Health, and (c) all necessary patient consents have been obtained and documented. Educational materials or product information that includes Industry marketing information may not be placed in patient care areas or waiting rooms.

# 7. Education

## *7.1 Support by Industry of Continuing Medical Education and On-site Educational Activities*

All continuing medical education (CME) events hosted or sponsored by the COM must comply with the Accreditation Council for Continuing Medical Education (ACCME) Standards for Commercial Support of Educational Programs (or other similarly rigorous, applicable standards required by other health professions), whether or not CME credit is awarded for attendance at the event. The COM hosts and sponsors CME events through ACCME accredited affiliates until it is ACCME accredited.

Industry interested in sponsoring a CME program hosted by the COM, may contribute to a fund in accordance with Section 3.4. Programs hosted or sponsored by the COM through such funds may include modest food and beverage.

All CME programs hosted by the COM must be academically oriented. Industry may not restrict program content or specify who is selected as presenters or attendees. Industry funding sources will be directly acknowledged in all announcements and literature about particular CME offerings.

Industry funding may not be accepted for social events that do not have an educational component or to sponsor COM meetings or retreats (either on or off-campus). Such meetings **and events may be supported through a general Dean's discretionary fund, and Industry may contribute to the Dean's Discretionary Fund.**

COM facilities (clinical and non-clinical) may not be rented by or used for Industry funded and/or directed programs, except for programs structured in accordance with this policy.

### *7.2 Industry Support for Scholarships, Fellowships, and Other Support for Trainees*

The COM solicits and welcomes Industry contributions for scholarships, fellowships, and other support for trainees, so long as the funds are given centrally to the administration of the COM, either directly or through an affiliated entity or foundation; there is no expectation of benefit to the donor; the evaluation and selection of recipients is in the sole discretion of the COM; and the allocation and distribution of funds is managed by the COM.

### *7.3 Training of COM Personnel*

The COM medical school curriculum includes instruction for medical students in understanding and addressing individual and institutional conflicts of interest in interactions with Industry and how the potential for conflicts of interest impacts/influences education, research and patient care/clinical judgment. Medical students at the COM receive specific instruction regarding this policy through attending a live session, and a copy of the policy and the training materials are posted online for easy reference by the students.

Other COM Personnel are provided online access to this policy and training materials.

## **8. Philanthropy**

The COM welcomes and solicits donations from Industry that support the COM missions so long as the donations are given centrally to the administration of the COM, either directly or through an affiliated entity or foundation and the allocation and distribution of donation is managed by the COM. Gifts and loans to the COM of equipment, devices, supplies and similar items from Industry for use in education, research or clinical care cannot suggest the expectation of return **benefit to the donor, or "quid pro quo." The gift transaction will be documented as a gift in-kind donation.**

The UCF Foundation and other tax exempt entities will assist COM in soliciting, receiving, and managing charitable donations. All charitable donations must be free of any implication or expectation of a benefit to the donor, are not tied to any purchase or business arrangement, and are openly acknowledged.

Donations from Industry are reviewed in accordance with this policy and any additional standards that may be developed by the COM Industry Relations Committee and approved by the Dean. The COM Industry Relations Committee may recommend to the Dean steps needed in

structuring and acknowledging donations to avoid or minimize conflicts of interest or the appearance of conflicts. Offers of donations over \$10,000 shall be submitted to COM Development for review with the Dean's Office.

#### 9. COM Partnerships and Business Arrangements with Industry

The COM may enter into a variety of business arrangements and partnerships with Industry when such arrangements advance the COM missions. These are relationships that extend beyond purchasing the standard Industry product or service and may include, for example, shared research, development, and/or ownership of a health care product or service. As in purchasing, any individuals with a conflicting personal financial relationship or interest must disclose such interests and may not vote on adopting by the COM of a proposed Industry partnership or business arrangement. Each proposed partnership or business arrangement will be reviewed in accordance with this policy and any additional standards that may be developed by the COM Industry Relations Committee and approved by the Dean. The COM Industry Relations Committee may recommend to the Dean any steps needed in structuring the partnership or business arrangement to avoid or minimize conflicts of interest or the appearance of conflicts.

COM Industry partners and vendors shall be provided copies of this policy and an acknowledgement of receipt and review must be obtained prior to commencement of a partnership or vendor relationship.

#### 10. Research with Human Subjects

COM Personnel may not conduct research with human participants if such personnel have a Significant Financial Interest in an existing or potential product or a company that could be affected by the outcome of the research. Any exceptions to this policy must be reviewed by the COM Industry Relations Committee and the responsible Institutional Review Board (IRB) and be **approved by the Dean. Exceptions to this policy may be permitted only if (a) the individual's participation is essential for the conduct of the research and (b) an effective mechanism is established for managing the conflict and protecting the integrity of the research.**

#### 11. Ghostwriting

**COM Personnel may not publish articles or materials under an individual's own name that are** written in material part by Industry representatives. Specifically, COM Personnel shall not accept writing or editorial assistance; manuscript preparation, revision, production, or submission services; slide preparation or revision; or other services from Industry, either directly or indirectly, unless such materials provided by Industry are specifically attributed to the author (**i.e., each slide of a presentation must be appropriately attributed**). **"Guest" authorship or "ghostwriting" is prohibited. All persons who make a substantial contribution to a manuscript, presentation, or other writing meeting the International Committee of Medical Journal Editors (ICMJE) standards/criteria ([http://www.icmje.org/ethical\\_1author.html](http://www.icmje.org/ethical_1author.html)) or other accepted scientific standards for authorship should be listed as authors and their affiliations listed as either academic, Industry or other.**

#### 12. Enforcement

**Suspected violations of this policy shall be referred to the individual's Supervisor, Chair, Director or Associate Dean or Associate Vice President, who shall review the matter and if warranted,**

refer the matter to the COM Compliance for investigation. COM Compliance may consult the COM Industry Relations Committee before advising the Dean or other senior management on proposed enforcement actions, as appropriate. Violations of this policy by COM Personnel may result in the following actions (or in any combination), depending upon the seriousness of the violation, whether the violation is a first or repeat offense, whether the violator knowingly violated the policy or attempted to hide the violation and other appropriate considerations: (a) **counseling of the individual involved**; (b) **written reprimand, entered into the violator's** employment or faculty record; (c) banning the violator from any further outside engagements for a period of time; (d) requiring that the violator return any monies received from the improper outside relationship; (e) requiring the violator to complete additional training on conflicts of interest; (f) removing the violator from supervision of trainees or students; (g) **revoking the individual's Pegasus Health clinical privileges**; (h) fines; and/or (i) termination for cause.

### 13. COM Industry Relations Committee

The Dean shall appoint an advisory COM Industry Relations Committee to assist in implementation of this policy and management of COM Industry relations. The COM Industry Relations Committee shall include faculty members representative of COM. *Ex officio* voting COM Industry Relations Committee members shall consist of the Associate Vice President for Medical Affairs and COM Chief Legal Officer, the COM Associate Dean for Clinical Affairs, the COM Associate Vice President for Administration, Finance and Operations, and the COM Associate Dean for Research. COM Industry Relations Committee members, other than the *ex officio* members, and a chair or co-chairs shall be appointed by the Dean for three-year terms. An *ex officio* member may be appointed as a chair or co-chair for three-year terms. The COM Industry Relations Committee shall meet at least two times per year, or more often as needed, to review, monitor, and advise the Dean regarding implementation and enforcement of this policy and the financial and business arrangements that require review. The COM Industry Relations Committee shall keep minutes and records of its reviews and recommendations. The COM Industry Relations Committee shall review the policy regularly and propose updates as appropriate.

### 14. Continuing Evolution of COM Industry Relations Policy

The COM recognizes that oversight, guidance and debate around Industry relationships and conflicts of interest must continue to evolve at local and national levels. This policy will continue to evolve as issues are considered further by the COM and the COM Industry Relations Committee.

Approved and Adopted

Deborah C. German, M.D.

Vice President for Medical Affairs

Dean, College of Medicine

August 16, 2010

Revisions Approved and Adopted:

March 1, 2012

October 22, 2012

February 13, 2014

## K. UCF COM Student Financial Services 2015-2016 Estimated Cost of Attendance

The estimated Cost of Attendance (COA) is established by UCF COM Student Financial Services (SFS) in accordance with federal regulations. Students may not receive financial aid in excess of their COA. There are different categories of students based on state residency status for tuition purposes and housing arrangements. All students are considered “Traditional” unless SFS are otherwise informed. Students who experience costs significantly higher than the estimated costs may contact SFS for consideration.

### M1:

#### Florida Resident-At Home with Parents:

Tuition	25,490
Fees	4,190
Books and Supplies	1,363
Room and Board	2,000
Disability Insurance	55
Health Insurance	1,900
Personal Expenses	4,395
Transportation	<u>2,885</u>
	42,278

#### Florida Resident-Traditional MD Student:

Tuition	25,490
Fees	4,190
Books and Supplies	1,363
Room and Board	13,650
Disability Insurance	55
Health Insurance	1,900
Personal Expenses	4,395
Transportation	<u>2,885</u>
	53,928

#### Florida Resident-Non-Traditional MD Student\*:

Tuition	25,490
Fees	4,190
Books and Supplies	1,363
Room and Board	19,000
Disability Insurance	55



Health Insurance	1,900
Personal Expenses	4,395
Transportation	<u>2,885</u>
	59,278

*\*living alone without a roommate with an exception/approval granted or being of non-traditional status*

*Out of State Resident-Traditional MD Student:*

Tuition	25,490
Fees	4,190
Out of State Fees	26,874
Books and Supplies	1,363
Room and Board	13,650
Disability Insurance	55
Health Insurance	1,900
Personal Expenses	4,395
Transportation	<u>2,885</u>
	81,802

*Out of State Resident-Non-Traditional MD Student:*

Tuition	25,490
Fees	4,190
Out of State Fees	26,874
Books and Supplies	1,363
Room and Board	19,000
Disability Insurance	55
Health Insurance	1,900
Personal Expenses	4,395
Transportation	<u>2,885</u>
	86,152

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*M2:*

*Florida Resident-At Home with Parents*

Tuition	25,490
Fees	4,190
Books and Supplies	300

Room and Board	1,600
Disability Insurance	55
Health Insurance	1,900
Personal Expenses	3,990
Transportation	<u>2,443</u>
	39,968

Florida Resident-Traditional MD Student:

Tuition	25,490
Fees	4,190
Books and Supplies	300
Room and Board	10,920
Disability Insurance	55
Health Insurance	1,900
Personal Expenses	3,990
Transportation	<u>2,443</u>
	49,288

Florida Resident-Non-Traditional MD Student\*:

Tuition	25,490
Fees	4,190
Books and Supplies	300
Room and Board	15,200
Disability Insurance	55
Health Insurance	1,900
Personal Expenses	3,990
Transportation	<u>2,443</u>
	53,568

*\*living alone without a roommate with an exception/approval granted or being of non-traditional status*

Out of State Resident-Traditional MD Student:

Tuition	25,490
Fees	4,190
Out of State Fees	26,874
Books and Supplies	300
Room and Board	10,920
Disability Insurance	55

Health Insurance	1,900
Personal Expenses	3,990
Transportation	<u>2,443</u>
	76,162

Out of State Resident-Non-Traditional MD Student\*:

Tuition	25,490
Fees	4,190
Out of State Fees	26,874
Books and Supplies	300
Room and Board	15,200
Disability Insurance	55
Health Insurance	1,900
Personal Expenses	3,990
Transportation	<u>2,443</u>
	80,442

*\*living alone without a roommate with an exception/approval granted or being of non-traditional status*

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M3:

Florida Resident-At Home with Parents

Tuition	25,490
Fees	4,190
Books and Supplies	300
Room and Board	2,400
Disability Insurance	55
Health Insurance	1,900
Personal Expenses	7,240
Transportation	<u>6,706</u>
	48,281

Florida Resident-Traditional MD Student:

Tuition	25,490
Fees	4,190
Books and Supplies	300
Room and Board	16,380
Disability Insurance	55
Health Insurance	1,900

Personal Expenses	7,240
Transportation	<u>6,706</u>
	62,261

Florida Resident-Non-Traditional MD Student\*:

Tuition	25,490
Fees	4,190
Books and Supplies	300
Room and Board	22,800
Disability Insurance	55
Health Insurance	1,900
Personal Expenses	7,240
Transportation	<u>6,706</u>
	68,681

*\*living alone without a roommate with an exception/approval granted or being of non-traditional status*

Out of State Resident-Traditional MD Student:

Tuition	25,490
Fees	4,190
Out of State Fees	26,874
Books and Supplies	300
Room and Board	16,380
Disability Insurance	55
Health Insurance	1,900
Personal Expenses	7,240
Transportation	<u>6,706</u>
	89,135

Out of State Resident-Non-Traditional MD Student:

Tuition	25,490
Fees	4,190
Out of State Fees	26,874
Books and Supplies	300
Room and Board	22,800
Disability Insurance	55
Health Insurance	1,900

Personal Expenses	7,240
Transportation	<u>6,706</u>
	95,555

*\*living alone without a roommate with an exception/approval granted or being of non-traditional status*

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M4:

Florida Resident-At Home with Parents

Tuition	25,490
Fees	4,190
Books and Supplies	300
Room and Board	2,200
Disability Insurance	55
Health Insurance	1,900
Personal Expenses	10,000
Transportation	<u>6,284</u>
	50,419

Florida Resident-Traditional MD Student:

Tuition	25,490
Fees	4,190
Books and Supplies	300
Room and Board	15,015
Disability Insurance	55
Health Insurance	1,900
Personal Expenses	10,000
Transportation	<u>6,284</u>
	63,234

Florida Resident-Non-Traditional MD Student\*:

Tuition	25,490
Fees	4,190
Books and Supplies	300
Room and Board	20,900
Disability Insurance	55

Health Insurance	1,900
Personal Expenses	10,000
Transportation	<u>6,284</u>
	69,119

*\*living alone without a roommate with an exception/approval granted or being of non-traditional status*

*Out of State Resident-Traditional MD Student:*

Tuition	25,490
Fees	4,190
Out of State Fees	26,874
Books and Supplies	300
Room and Board	15,015
Disability Insurance	55
Health Insurance	1,900
Personal Expenses	10,000
Transportation	<u>6,284</u>
	90,108

*Out of State Resident-Non-Traditional MD Student:*

Tuition	25,490
Fees	4,190
Out of State Fees	26,874
Books and Supplies	300
Room and Board	20,900
Disability Insurance	55
Health Insurance	1,900
Personal Expenses	10,000
Transportation	<u>6,284</u>
	95,993

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